



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

**Tender
For**

**Transfer of Bulk Mail (Internal Mail, Letters, Study Material,
Stationeries, Certificates, Incoming and Outgoing Mail etc.) from
ICSI HQ (Lodi Road) to NIRO (Prasad Nagar) & ICSI Noida Office
and back to ICSI HQ Lodi Road**

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Important Date & Information		
1.	Cost of Tender	Rs. 200/- (Rupees Two Hundred only)
2.	Earnest Money Deposit	Rs. 13,200/- (Rupees Thirteen Thousand and Two Hundred Only)
3.	Publish Date	28 th July, 2017
4.	Last date and time for Sending Pre-Bid Queries in writing	4 th August, 2017 1:00 PM
5.	Pre-Bid Meeting date, time & venue	4 th August, 2017 3:00 PM The Institute of Company Secretaries of India "ICSI House", (IIIrd Floor), C-36, Sector-62 Noida – 201309
6.	Bid Validity	90days from the date of submission of bids
7.	Last Date of Submission of Bids	11 th August, 2017
8.	Address for submission of Bids	The Institute of Company Secretaries of India, ICSI House, C-36, Sector-62 Noida – 201309
9.	Venue, Date and time of opening of Technical Bids.	Address as above. Date: 14 th August, 2017
10.	Date and time of opening of commercial bids.	Will be intimated in due course to technically short listed bidders only
11.	Contact details	Ms. Achla Kulshreshtha, Deputy Director (Admin) Phone: 011-4534 1023 E-mail: Achla.Kulshreshtha@icsi.edu
12.	Institute Website	www.icsi.edu

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 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.



1. INTRODUCTION:

The Institute of Company Secretaries of India (ICSI) is a statutory body set up by an Act of Parliament. It is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India, and its Headquarters is located at "ICSI House", 22 Institutional Area, Lodi Road, New Delhi-110 003.

ICSI invites sealed offers from bidders' for -Transfer of Bulk Mail (Internal Mail, Letters, Study Material, Stationeries, Certificates, Incoming and Outgoing Mail etc.) from ICSI HQ (Lodi Road) to NIRO (Prasad Nagar) & ICSI Noida Office and back to ICSI HQ Lodi Road

Sealed offers are invited by the Institute of Company Secretaries of India (ICSI), located at "ICSI House", C – 36, Sector 62, Noida for "Transfer of Bulk Mail (Internal Mail, Letters, Study Material, Stationeries, Certificates, Incoming and Outgoing Mail etc.) from ICSI HQ (Lodi Road) to NIRO (Prasad Nagar) & ICSI Noida Office and back to ICSI HQ Lodi Road".

The terms and conditions governing the tender are as under:

1. The tender document may be obtained during working hours from **28th July, 2017 to 11th August, 2017** between 10.00 AM and 1.00 PM on all working days on payment of 200/- from the Reception Counter of the ICSI at "ICSI House" C – 36, Sector 62, Noida on cash payment or by submitting a demand draft of same amount in favour of "**The Institute of Company Secretaries of India**", payable at New Delhi. The tender document can also be downloaded from the website of the ICSI (www.icsi.edu) for which parties would be required to enclose a demand draft of 200/-towards the cost of the tender document along with their quotes, failing which the tender shall not be entertained.
2. The sealed tender are to be submitted in prescribed format on your business letter head duly stamped, dated and signed on each page of the tender document as unconditional acceptance to the terms prescribed by the ICSI therein. Details/supporting documents wherever applicable, if attached with the bid should be fully authenticated by the Bidder/s.
3. **The Sealed bids are to be submitted in two separate envelopes**
 - a. **TECHNICAL BID:** Sealed Technical Bid, along with a Demand Draft of 1,200/- (Rupees One Thousand & Two Hundreds only) towards EMD, drawn in favour of "THE INSTITUTE OF COMPANY SECRETARIES OF INDIA" payable at NEW DELHI, and other requested document mentioned in Part 'A', placed in sealed envelope super-scribed "**TECHNICAL BID –“Tender For Transfer of Bulk Mail (Internal Mail, Letters, Study Material, Stationeries, Certificates, Incoming and Outgoing Mail etc.) from ICSI HQ (Lodi Road) to NIRO (Prasad Nagar) & ICSI Noida Office and back to ICSI HQ Lodi Road”**". Tender Document received without EMD shall not be entertained.

- b. **FINANCIAL BID:** Sealed Financial Bid placed in a separate envelop super-scribed: **“FINANCIAL BID –“Tender ForTransfer of Bulk Mail (Internal Mail, Letters, Study Material, Stationeries, Certificates, Incoming and Outgoing Mail etc.) from ICSI HQ (Lodi Road) to NIRO (Prasad Nagar) & ICSI Noida Office and back to ICSI HQ Lodi Road”**.

The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelop super-scribed **“TenderforTransfer of Bulk Mail (Internal Mail, Letters, Study Material, Stationeries, Certificates, Incoming and Outgoing Mail etc.) from ICSI HQ (Lodi Road) to NIRO (Prasad Nagar) & ICSI Noida Office and back to ICSI HQ Lodi Road”**. This bigger envelop, should be addressed to

Address:

The Secretary
The Institute of Company Secretaries of India
ICSI House, C-36, Sector-62, (IIIrdFloor : Tender Box)
Institutional Area,
Noida - 201309

And must reach to 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, C-36, Sector-62, 3rd floor,Noida not later than **3:00 PM on 11th August, 2017**.

Tenders received after the stipulated date and time shall not be entertained under any circumstances whatsoever. The ICSI shall not be liable for any postal delays what so ever.

2. Scope of Work

1. The agency has to provide service for the Transfer Bulk Mail (Letters, Study Material, Books & Magazine, Stationeries, Internal Mail, Incoming and Outgoing Mail, Miscellaneous office materials like computers, printers, ups etc.) from ICSI HQ (Lodi Road) to NIRO (Prasad Nagar) & ICSI Noida and back to ICSI HQ Lodi Road.
2. The work must be done in day to day basis (Monday to Friday) to and fro to Prasad Nagar and Noida. Mail/materials should be collected from HQ by 11:00 AM and deliver to NIRO & Noida office and bring Dak/material from NIRO & Noida to HQ before 5:00 PM and distribute to concern Department/officers.
3. The agency shall have / hire his own transportation and must ensure proper arrangement of handling the bulk mail without any failure
4. The Agency shall maintain reasonable number of manpower as per requirement. The Agency must deploy educated person as courier boy, minimum matriculate. He must collect the Dak, letters; materials etc. from each department for the designated persons and officials and maintain the register for receiving and delivery.
5. The letters delivery and receiving shall be well documented and receiver's signature can be obtained. In case of Confidential, and other important letters requisite step must be

taken with regard to receiving and delivery of letters and receiver's signature must be taken

6. The agency will carry the mail/document/materials in a closed vehicle. The agency will take-care all the urgency related to mail transferring.
7. Agency shall adhere to safety practices and avoid hazardous and unsafe working conditions and shall comply with the safety rules in force from time to time in Delhi & U.P.

GENERAL

8. The Transfer the Bulk Mail (Letters, Study Material, Books & Magazine, Stationeries, Internal Mail, Incoming and Outgoing Mail, Miscellaneous office materials like computers, printers, ups etc.) etc. must take from the designated persons and officials.
9. The Agency must deploy educated person as courier boy, minimum matriculate.
10. The agency shall submit the bill with the desired description in time to the Dte. of Administration.
11. The Institute will deduct Income tax at source under section 194- C of the Income Tax Act 1961 from the agency as per Govt. of India of such sum as income tax on the income comprised therein
12. The agency shall ensure that there shall not be any delay in delivering the DAK and mail or other items to the designated officer or department.
13. The personnel of the agency must be well behaved, any misbehaving will be taken into seriously; the person may be debarred to enter in to ICSI premises. In such case the agency will employ another person. The agency should provide proper identity card to its personnel deployed at ICSI. ICSI reserves the right to ask the agency to remove any employee deployed at ICSI.
14. The Agency and its personnel deployed at ICSI must file indemnity bond as the letters, materials and confidential matters are handled by the party. The agency shall abide by all rules& regulations related to Labour Law which are applicable and /or which may became applicable during the period of contract.
15. The agency shall ensure that a single mail or material covered in the scope of work shall not be missed or given to another person which is not the designated one.
16. The Agency and its personnel must understand the requirement of the ICSI and they must be familiar about the department officials, Terminology etc. so that there would be smooth functioning of the mails service work.
17. The safety and security of the bulk mail is completely the responsibility of the agency. The agency may insure the vehicle, personnel and the mail. The agency shall responsible for all injuries and accidents to personnel deployed by the agency at ICSI.
18. The agency must devise its own methodology so that the bulk mail transfer documentation can be made. The letters delivery and receiving shall be well

documented and receiver's signature can be obtained. In case of Confidential, RTI and other important letters requisite step must be taken and receiver's signature must be taken.

19. The agency will carry the mail in a closed vehicle. The agency will take-care all the urgency related to mail transferring.

20. Other terms as deemed fit may be communicated to the party on mutual term.

3. Eligibility Criteria

1. Bidder must have valid GST registration number and Income tax registration number (PAN).
2. The GST has rolled out with effect from 01.07.2017. For implementation of GST in ICSI, Firms which have not migrated to or registered with GST regime will not be able to participate in any tender of this Institute. Any offer received from the firms/bidder without GST registration details will be summarily rejected.
3. The Bidder/Applicant 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.
4. The Bidder/Applicant should not have been black-listed by central/ state governments/ PSUs.

4. Evaluation of Technical Proposals

- a. Proposals which are not supported by adequate proof / Supplementary documents will not be evaluated.
- b. ICSI shall evaluate the Technical Proposals only for those bidders who satisfy the eligibility criteria. The technical proposals which are unsigned and incomplete shall not be evaluated. The technical proposals 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 Proposal shall be rejected at this stage if it does not respond to important aspects of the TENDER.

5. Public Opening and Evaluation of Financial Proposals

- a. After the technical evaluation is completed, the bidders who qualify in the Technical Proposal Evaluation shall be informed in writing about the time and location for opening the Commercial Proposals. Bidder's attendance at the opening of Commercial Proposals is optional but it shall be recorded and signed by all present.
- b. Commercial Proposals shall be opened publicly in the presence of the bidder's representatives who choose to attend. The name of the bidders whose technical proposal is found responsive (i.e. identified bench mark) shall be read out. These Commercial Proposals of the bidders qualifying in Technical Proposal shall be then opened, and the prices read aloud and recorded.
- c. Prices shall be written in both words and figures. In the event of difference, the price in words shall be valid and binding.

- d. Any discrepancy relating to prices quoted in the offer across different sections of the bid, only prices given in the prescribed format given in this TENDER shall prevail.

6. Award of Contract

Award of Contract will be based on Evaluation of the commercial bids of the technically qualified bidders on lowest quote basis.

7. Validity of Contract

The Contract will be valid for a period of 2 (Two) years from the date of issue of the work order. ICSI reserves the right to extend the contract further on the same terms & conditions as mutually agreed in writing if the service of the agency found satisfactory.

Extension of the Contract – The contract may be extended at the option of the ICSI on the same terms and conditions or at the mutually agreed terms and conditions.

8. Payment Terms

- a) No advance payment shall be made.
- b) Payments shall be subject to deductions of any amount for which the Bidder 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, whichever is higher.
- c) All Payments shall be made in Indian Rupees only.
- d) Institute's usual payment terms are 30 days upon completion of work as per schedule and acceptance of the ICSI in writing.

9. Earnest Money Deposit (EMD)

- i. The Earnest Money Deposit (EMD) of Rs. 13,200/- (Rupees Thirteen Thousand and Two Hundredonly)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.

10. 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

11. Security Deposit

Security deposit / performance guarantee of Rs. 33,000/- (Rupees Thirty Three ThousandOnly)in the form of bank guarantee from Govt. Sector Bank is to be submitted by the Agency immediately within 7 days of the execution of the agreement to cover any loss or damage caused to or suffered by the ICSI due to acts of commission and omission by the Agency or any failure on the part of Agency in fulfillment of terms and conditions of the contract and conditions contained in the agreement. The bank guarantee should be valid for a valid a period of up sixty days beyond the expiry of contract period. The vendors registered with NSIC, CPO, DGS&D etc. are also be required to submit requisite Security deposit / performance guarantee. EMD shall be refunded to the successful bidder on receipt of performance guarantee. If desired by the successful bidder in writing, the EMD may be converted into the Performance security and balance amount shall be deposited to complete the Performance Security.

12. Amendment ofTender Document

- a. At any time, prior to the date of submission of bids, Institute may, for any reason, at its own initiative modify tender document by amendments.
- b. The amendments shall be notified on Institute's web site, i.e. at <https://www.icsi.edu> and these amendments will be binding on all the Bidders/Applicants.
- c. In order to afford prospective Bidders/Applicants a reasonable time to take the amendment into account in preparing their bids, Institute, at its discretion, may extend the deadline for the submission of bids suitably.

13. Cancellation of Tender

Tender may be cancelled under the following circumstances;

- a) Where there specifications of the goods is not standard and generic.
- b) Where tenders received do not fulfill the required specifications laid down in the Tender Notice even after techno-commercial clarification.
- c) Where the price quoted appears to be unreasonably high or ring prices seem to have been quoted and there is possibility of getting lower rates.
- d) Where there is sudden slump in the price of material in question after opening of tenders.
- e) Requirement ceases to exist.
- f) Any other reason in the interest of the Institute.

14. Liquidated Damaged (LD) Clause

In case of delay in effecting delivery of goods as under:

- i. ½ per cent of total value of contract, for each day of delay, in case of project are delivered within 7 days after the due date;
- ii. 1 per cent of total value of contract, for each day of delay, in case of project are delivered beyond 7 days but upto 14 days after the due date;
- iii. 2 per cent of total value of contract, for each week of delay, in case of project are delivered beyond 14 days subject to a maximum of 10% of total contract price;

15. Bid shall remain valid for 90 days from the date of opening of bids. A bid valid for a shorter period shall be rejected.

16. The Technical Bid shall be opened on **14th August, 2017 at 11:00 AM** in the Institute of Company Secretaries of India at ICSI House, C-36, Sector-62, Noida - 201309. Bidder or their authorized representatives, (not more than one person) may be present at the time of opening of tender, if they so desire. No separate communication will be sent in this regard. In the event of due date being a close day or declared holiday, the due date for opening of the bids will be the following working day at the appointed date, time and venue.

17. Site for delivery of services are as under:

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

**The Institute of Company Secretaries of India
ICSI House, C-36, 37, Sector-62, Institutional Area
Noida – 201309**

**The Institute of Company Secretaries of India
Northern India Regional Office
4, Prasad Nagar, Institutional Area
Delhi - 110005**

18. **Black-Listing** - A bidder would be liable to be black-listed under following circumstances:-

- i. Giving false, misleading or fake information / document in the bid;
- ii. Withdrawing the bid after opening of the Financial bids;
- iii. Refusal to accept Purchase/ Work Order at the quoted prices;
- iv. Failure to supply goods of the ordered quantity / quality / specifications at the agreed rates within the time schedule;
- v. Adoption of any unethical or illegal practices;
- vi. Any other justified reason.

19. **Force Measure**

Notwithstanding anything else contained in this TENDER, neither party shall be liable for any delay in performing its obligations hereunder if such delay is caused by circumstances beyond its reasonable control (including without limitation any delay caused by the acts of governments, acts of God, natural or social calamities, strikes, riots in any region, network failure, terrorist attack, war declared and undeclared) provided however that any delay by the supplier of the Party so delaying shall not relieve that Party from liability for delay except where such delay is beyond the reasonable control of the supplier concerned.

Subject to the party so delaying promptly notifying the other party in writing of the reasons for the delay (and the likely duration of the delay), the performance of such party's obligations shall be suspended during the period that the online circumstances persist and such party shall be granted an extension of time for performance equal to the period of the delay. Save where such delay is caused by the act or omission of the other party (in which event the rights, remedies and liabilities of the parties shall be those conferred and imposed by the other terms of this Agreement and by law).

20. Confidentiality

Bidder / Vendor shall not use or disclose any Confidential Information of the ICSI except as specifically contemplated herein. For purposes of this TENDER "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.

21. 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.

22. Indemnity

- a. You shall be solely liable for and shall indemnify the ICSI, its officers, servants, employees and agents against all liabilities, losses, claims and expenses of any nature whatsoever arising from any personal injury or illness (including death) of any nature whatsoever and any penalty, loss, damage or destruction to any property whether real or personal where such liability arises out of or in connection with the conduct of the Services whether under common law, under statute or otherwise. You further covenants and agrees to indemnify and keep at all times indemnified the ICSI against any loss or damage that the ICSI may sustain directly or indirectly as a result of the failure or negligence on your part or your employees to faithfully carry out its obligations this work order / agreement and further to pay for all losses, damages, costs, charges and expenses which the ICSI may reasonably incur or suffer and to indemnify and keep indemnified the ICSI in all respects.
- b. The indemnifying party shall be granted immediate and complete control of any claim of indemnity and the indemnified party shall not prejudice the indemnifying party's defence of the claim.
- c. The indemnified party shall give the indemnifying party all reasonable assistance at the expense of the indemnifying party on such claim of indemnity.

23. Arbitration

Any dispute, difference, controversy or claim ("Dispute") arising between the Parties out of or in relation to or in connection with this Agreement, or the breach, termination, effect, validity, interpretation or application of this Agreement or as to their rights, duties or liabilities hereunder, shall be addressed for mutual resolution by the authorised officials of the parties. If, for any reason, such Dispute/difference/controversy cannot be resolved amicably by the Parties, the same

shall be referred to the arbitration of the Sole Arbitrator to be appointed by the Secretary/ President of the Institute of Company Secretaries of India. The provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications or re-enactment thereof as in force will be applicable to the arbitration proceedings. The venue of the arbitration shall be at New Delhi. The cost of the Arbitration proceedings shall be shared equally by both the parties. The language of the arbitration and the award shall be English. The decision / award of the arbitrator shall be final and binding.

24. Jurisdiction

All disputes arising out of this work order are subject to the jurisdiction of Courts in Delhi/ New Delhi.

25. For any details / clarifications, Ms. Achla Kulshreshtha, Deputy Director, ICSI (011-45341023) E-mail Id: achla.kulshreshtha@icsi.edu may be contacted.

Date: July 28, 2017

A K Srivastava
Director (Admin.& Purchase)

Part 'A' TECHNICAL BID

S. No.	Particulars.	Response
1	Name and complete address of the Company	
2	Tele/Fax/E-mail/Cell No. of the company	
3	Legal status i.e. Public / Private/ Partnership / Proprietorship/ any other along with documentary evidence	
4	Detail of Contact Persons authorized by the bidder to execute documents on its behalf, with ICSI (Designation, Tel, E-Mail, Mobile)	
5	Details of registered office, if any along with contact person's name and Contact detail (Tel / Mobile & E-Mail)	
6	Income-tax registration number along with documentary evidence	
7	GST registration number along with documentary evidence	
8	Current similar assignments on hand	

Place:

SIGNATURE OF THE APPLICANT

Date:

NAME & DESIGNATION SEAL OF ORGANISATION

PART-II (FINANCIAL BID)

(This is the only document to be submitted in the part (ii) envelope of the financial bid)

The following is to be filled up without any cutting/overwriting/ inking/ erasing etc.

Transfer of Bulk Mail from ICSI HQ (Lodi Road) to NIRO (Prasad Nagar), Noida Office and back to ICSI HQ Lodi Road

S.No	PARTICULAR	Unit	Amount in INR
1.	<ul style="list-style-type: none">• ICSI,22, Institutional Area Lodi Road office To ICSI,C36-37, Sector 62, Noida and Back Lodi Road office• ICSI,22, Institutional Area Lodi Road office To ICSI House, 04, Institutional Area, Prasad Nagar, New Delhi and Back Lodi Road office	Movement of bulk mail/materials in a closed vehicle. Monthly basis Monday to Friday (daily one trip, both way - to & fro) Including Manpower, transportation charges etc	
2.	Additional trip to Noida office	Per trip (both way) To & fro	
3	Additional Trip to NIRC, Prasad Nagar New Delhi	Per trip (both way) To & fro	
4	Tax (as per Govt. rules)	%	
5	Total Amount (in Figures)		
6	Total Amount (in Words)		

In case the contract is extended beyond two year		%
1.	Enhancement in % for further next two year	

Note: Rate should be inclusive of Collection & Delivery to concern department/person, loading and unloading charges and exclusive of GST.

Place: SIGNATURE OF THE APPLICANT

Date: NAME & DESIGNATION SEAL OF ORGANISATION

Part 'C' 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 _____

Sir,

This is with reference to your **tender for** _____ due on _____ . We are interested in 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 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 quotation / 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)
Printed Name Designation

Official seal/ stamp

Date:
Business Address: