**PC: 2018-19(ROV) Date: May 28, 2018**

**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 **June 08, 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 5th Floor,**‘** ICSI House’, **C-36, Sector 62, NOIDA -201309** or the same may be sent by post so as to reach ICSI on or before **June 08, 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 vendors, who are already registered with ICSI, need not apply against the invitation. They will continue to consider as registered vendor at ICSI till further notice unless and otherwise their registration is cancelled by ICSI.

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

**Date: May 28, 2018**

**(Amit Kumar Ghosal)**

**Director (Purchase & Admn)**

**APPLICTION 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:

1. Bidder’s details (Annexure “A”)
2. Further details :
3. Area of interest for rendering/supplying various items
4. Details of existing clients
5. Date of incorporation /Commencement of business
6. Annual Turnover/Profit :

Copy of audited annual accounts, ITR, if available

1. Whether trader or manufacturer
2. An undertaking that the firm has never been blacklisted by any of the client(s) on any of the reasons whatsoever
3. 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 as per Instruction of ICSI.

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.

**Annexure – A**

**ICSI/PC-2018/ Date: May 28, 2018**

**APPLICATION FOR REGISTRTION OF VENDORS**

**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Proprietorship/Partnership/LLP/Limited Co.)

(c) Name of Proprietor/Partners/CEO/Directors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Postal Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Telephone No. / Mobile No. for communication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. E-mail (mandatory) / Website address (if available) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Bank Draft No, date, Bank name and amount (if applicable)/MSME or NSIC Regn. No.

(a) Tender Fees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) EMD ---------------------

(c) MSME/NSIC Regn. No. (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Enclose self-attested 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. 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. **ICSI/PUR/\_\_/\_\_\_/\_\_/20\_\_-\_\_**. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of the work or supply)” as per Price Quotation (Annexure -\_\_).

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of the bidder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_ Official seal of bidder \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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**