

Bid Corrigendum

GEM/2025/B/6342540-C3

Following terms and conditions supersede all existing "Buyer added Bid Specific Terms and conditions" given in the bid document or any previous corrigendum. Prospective bidders are advised to bid as per following Terms and Conditions:

Buyer Added Bid Specific Additional Terms and Conditions

1. OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration
2. Buyer uploaded ATC document [Click here to view the file.](#)
3. Buyer Added text based ATC clauses

Corrigendum to the tender number GEM/2025/B/6342540 dated 16th June, 2025 with regard to Request for proposal for selection of Practicing Company Secretaries/Firm for conducting Secretarial Audit of the Company for the year 2025-26 to 2029-30.

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As required under sub- clause (vii) of clause 7 of the ICSI (Management and Development of company secretaries in practice) Guidelines 2023, issued by The Institute of Company Secretaries of India, the following para has been included in the Annexure V of our tender document.

ANNEXURE V

(On letter head of Practicing Company Secretary/Firm of Company Secretaries)

PROFORMA FOR FINANCIAL BID

(For conducting Secretarial Audit of The New India Assurance Co. Ltd.)

To

The New India Assurance Company Limited
First Floor, New India Assurance Bldg.,
87 M.G. Road, Fort,
Mumbai 400 001

I/we, Practicing Company Secretary/Firm of Company Secretaries are pleased to submit our commercials for the assignment/scope of work as mentioned in the tender (Request for proposal) document.

Our fee exclusive of applicable taxes are as under

Sl. No.	Description	Amount in Rs.
	Professional fee*	
1	For FY 2025 -26	

2	For FY 2026-27	
3	For FY 2027-28	
4	For FY 2028-29	
5	For FY 2029-30	
	Grand total	

* The minimum professional fees chargeable for the assignment/scope of work is Rs. 75,000 only (Rupees Seventy-Five Thousand Only) per year.

Declarations:

We confirm that all the information provided by me/us here above is correct to the best of my/our knowledge and belief.

We confirm that we meet all the eligibility criterion mentioned in the tender (Request for Proposal) document.

Signature :

Name & Designation of the Authorised Signatory

Stamp of the PCS/Firm :

Date :

Place :

Those bids received already shall remain valid subject to resubmission of revised Financial Bid as prescribed in Annexure V above. Any bid quoting less than Rs. 75,000/- (Rupees Seventy-Five Thousand Only) per year shall be disqualified.

Kindly note that the competent authority has decided to extend the last date of bid submission to 11th July, 2025 from 07th July, 2025 to give the bidders time to submit the ir bids.

All other terms and conditions mentioned in the RFP document will remain unchanged.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in

the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

*This document shall overwrite all previous versions of Bid Specific Additional Terms and Conditions.

[This Bid is also governed by the General Terms and Conditions](#)