



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/4987742
Dated/दिनांक : 27-06-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	19-07-2024 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	19-07-2024 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	60 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Education
Department Name/विभाग का नाम	Department Of Higher Education
Organisation Name/संगठन का नाम	Indian Institute Of Technology (iit)
Office Name/कार्यालय का नाम	Pdpm Iitdm Jabalpur
Item Category/मद केटेगरी	Financial Audit Services - Review of Financial Statements, Audit report; CA Firm, Audit Firm
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	15 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid

Bid Details/बिड विवरण

Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	5 Days
Estimated Bid Value/अनुमानित बिड मूल्य	450000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
-------------------	----

ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
-------------------	----

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
-------------------------------	-----

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
---	-----

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid

for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Number of Years of firm/company's existence as per ICAI certificate:As per document

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:As per document

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:As per document

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:As per document

Number of XX fulltime CA's required and YY professional audit staff:As per document

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1718794951.pdf](#)

Financial Audit Services - Review Of Financial Statements, Audit Report; CA Firm, Audit Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Review of Financial Statements , Audit report
Type of Financial Audit Partner	CA Firm , Audit Firm
Type of Financial Audit	Internal Audit

Specification	Values
Category of Work under Financial Audit	Audit of financial statements
Type of Industries/Functions	Fixed assets, depreciation and amortisation , Cash and Bank Balance , Payables , Receivables , Owners Capital , Operational & Administrative , Inventory & Store management , Human Resource & Payroll
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
Addon(s)/एडऑन	
Post Financial Audit Support	NA

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Shailesh Sharma	482005,PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur, Dumna Airport Road PO Khamaria Jabalpur MP	1	N/A

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

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. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

3. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

4. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer/अस्वीकरण

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.

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 Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

TENDER

For

Hiring of Chartered Accountant



PDPM

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,

DESIGN AND MANUFACTURING, JABALPUR

Dumna Airport Road, P.O. Khamaria, Jabalpur - 482005

LAST DATE OF SUBMISSION OF TENDER: _____

DATE OF OPENING OF TECHNICAL BID: _____

[Handwritten signature]

[Handwritten mark]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

29-05-2024

SCOPE OF WORK-I

1.1 Details of work: Institute Main and Allied Accounts

All the work related to the preparation of Annual Accounts on an accrual basis on the format applicable to the Central Autonomous Bodies and Central Funded Technical Institutes:

- a) Preparation of Account Books, Trial Balance, Income & Expenditure Statement, Receipt and Payment, Liability Register, Advance Register, Bank Reconciliation Statement, Adjustment of income accrued, Utilization Certificate of Grant in Aid and finalization of Annual Accounts, or any other related work are assigned by the Institute.
- b) Checking of vouchers: Payment, Receipt and Journal vouchers of all accounts. Preparation of Centralized Fixed Assets Register as per the format prescribed in the GFR for the Institute as a whole in the form of soft as well as hard copy.
- c) Reply of statutory audit for Separate Audit Report (SAR) and Audit Inspection Report (AIR).
- d) To ensure timely deposition of statutory dues/taxes of the institute to the respective Central/State Govt. Tax Administrative Authorities and also filing of tax returns such as ITR/TDS/GST etc.
- e) To provide advice on Income Tax Assessment of the employees, TDS deduction from the bills of Contractors/Suppliers & tax matters related to the Institute and liaison with the respective tax authorities.
- f) To calculate and prepare data towards interest received on funds of different projects and allocate the interest amount in respective projects.
- g) Submission of the quarterly audit report on the main and allied accounts of the Institute.
- h) To provide advice on various cases pertaining to accounting and taxation matters. Including Employee taxation matters.
- i) To coordinate with Chartered Accountants previously hired by the Institute to finalize any matter due for the agreement period.
- j) To advice on other matter which is related to Finance & Accounts, not mentioned above.
- k) To check day to day accounting work for all the accounts mentioned below:

List of Accounts:

- (A) Institute Grant Accounts
- (B) Student Fee Accounts
- (C) Project Accounts
- (D) Hostel Account
- (E) Gymkhana Account
- (F) Library Account
- (G) Mess Account
- (H) E&ICT Account
- (I) QIP Account
- (J) VH Account
- (K) Alumni Account
- (L) Accounts of workshops and conferences held during the period.
- (M) Any other existing or to be opened account during the financial year.

- 1.2 (a) Manpower: One dedicated CA, who has experience of at least 05 years in the work mentioned above.
- (b) Additional manpower for day-to-day work of the Institute as mentioned above will be as per the actual requirement (Minimum two employees) of the Institute from time to time.
- (c) Information about the number of vouchers generated during financial year 2023-24. (Approx)

Sl.No.	Name of Account	Payment Vouchers	Receipt Vouchers	Journal Vouchers
1.	Institute Grant Accounts	1882	1262	1058
2.	Student Fee Accounts	201	903	25
3.	Project Accounts	650	170	41
4.	Hostel Accounts	43	61	10
5.	Gymkhana Accounts	23	58	20
6.	Library Accounts	02	68	00
7.	Mess Accounts	106	116	80
8.	E&ICT Accounts	78	1300	41
9.	QIP Accounts	00	02	00
10	VH Accounts	24	90	10
11	Alumni Accounts	50	1000	25

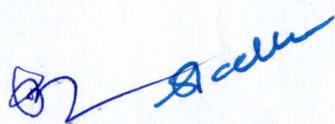
2. TECHNICAL REQUIREMENTS:

- 2.1. Interested party must not have been convicted by court of law. He must give a declaration as per Annexure -C.
- 2.2. The annual turnover of the bidder should be a minimum Rs.15 lakhs on each year basis for a period of three consecutive financial years (2020-21, 2021-22 and 2022-23). Copy of ITR and Profit Loss Account depicting turnover to be enclosed.
- 2.3. The firm should have experience in providing services for the last three years in educational Institutes, out of which at least one year should be in Centrally Funded Technical Institute/State University/State Funded Autonomous Body/ Institute of National Importance/ Institute imparting Technical Education having minimum turnover of Rs 15 crore on an average in the last three financial years. Necessary documents to be submitted to validate the experience.
- 2.4. Satisfactory work completion/experience certificate is required. Work order will not serve the purpose.
- 2.5. GST registration should be available with the bidder.
- 2.6. Interested parties should have a registered branch office in Jabalpur (M.P.). Preference will be given to the CA having his/her head office at Jabalpur.
- 2.7. Copy of authority letter to sign tender and related documents or ICAI constitutional certificate.
- 2.8. CA to be deployed should be FCA (Fellow Chartered Accountant) and have working experience of an educational Institute. Name & experience details required along with his/her ICAI registration certificate have to be submitted.
- 2.9. The bidder may be asked for a presentation/interaction to ascertain their technical eligibility.

3. BIDDING PROCEDURE, SIGNING AND SEALING OF BIDS

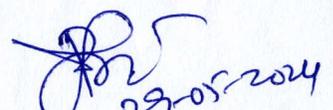
The bidder must submit his Bid in three parts as mentioned below:

- a. Each part should be kept in a separate envelope superscribing that part number and title (as shown in bold letters against each part) and all these envelopes be kept in a bigger envelope.
- b. All the envelopes will be opened as per part number (part 1 then part 2 then part 3) after satisfaction of the previous part otherwise next envelope will not be opened.









Part 1:- “Technical Bid” containing :- Earnest Money

The bidder is required to submit EMD amount of Rs. NIL

Part 2: “Technical Bid” containing: - Documents

Documents to be attached along with Technical Bid as per Annexure A.

Part 3: “Commercial Bid”

Duly filled prescribed Bid form (**Commercial Bid** as per Annexure B).

The Tenderer need to fill fee for the work as mentioned in Scope of work in prescribed format as per Annexure B; however, a decision to finalize tender will be taken on the basis of fees.

Technically qualified bidder will be informed on opening of commercial bid.

Minimum fee prescribed for all the works mentioned in Scope of work is Rs 4,50,000.00.

4. PERIOD OF CONTRACT

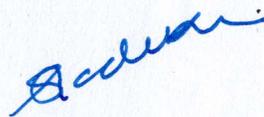
The contract shall initially be for financial year 2024-25. However, strictly on the basis of the satisfactory performance it may be extended up to the maximum two financial years on yearly basis at the sole discretion of the Director, PDPM IIITDM Jabalpur on the same terms and conditions or as decided by the Director.

5. RIGHT TO ACCEPT / REJECT ANY BID

PDPM IIITDM Jabalpur reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the action.

6. PERFORMANCE SECURITY

The successful bidder will have to furnish a Performance Security of an amount of NIL



7. CORRUPT OR FRAUDULENT PRACTICES

- (i) PDPM IITDM Jabalpur requires that the Bidder under this bid observes the highest standards of ethics during the procurement and execution of such contract.
- (ii) In pursuance of this policy, the terms are set forth as follows:
- a) "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of the public official in the procurement process or in contract execution.
 - b) "Fraudulent practice" means misrepresentation of facts in order to influence the procurement process or execution of a contract to the detriment of the Department and includes collusive practice among Bidder (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Department of the benefits of the free and open competition.
 - c) PDPM IITDM Jabalpur will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
 - d) PDPM IITDM Jabalpur will declare a firm ineligible, either indefinitely or for a specified period of time, for award of the contract if at any time it determines that the firm has engaged in corrupt and fraudulent practices in competing for or in executing the contract.

8. PENALTY

- (i) In case the service provider fails to execute the work, a penalty will be imposed which has to be decided on the gravity of the complaint by the Director, PDPM IITDM Jabalpur.
- (ii) Work is time bound, each and every work should be completed in due time or a penalty @ 1% per week subject to maximum of 10% will be imposed of the bill amount for that quarter of the bill cycle, all statutory dues be deposited, and returns be filed, or certificates be prepared as per concerned act or law in force. The service provider is required to provide the quarterly internal audit report before the last day of next month. Vouching, reconciliation, etc. for all accounts of work be done on monthly basis.
- (iii) Any penalty / late fee due to delay in statutory dues/ returns shall be the responsibility of the firms.

A. Kumar

09. SUBMISSION OF BIDS

As per Gem.

10. CONDITIONS OF PAYMENT

Payment will be made to service provider after receiving satisfactory report of work from officer/faculty in charge as per clause 1 **Scope of work** and rates as mentioned in **Commercial Bid** and as per contract agreement. It will be made on quarterly basis and last quarter payment will be made after completion of all the works.

11. ARBITRATION

The contract is based on mutual trust and confidence. Both the parties agree to carry out the assignment in good faith. If any dispute or difference of any kind whatsoever (the decision whereof is not herein otherwise provided for) shall arise between the Institute and the Bidder in connection with or arising out of the contract, whether during the contract period or completion and whether before or after the termination, abandonment or breach of the contract, shall be referred to and settled by sole arbitration of the Director, PDPM IITDM Jabalpur who shall give written award of his decision to the Bidder. The decision of the Director, PDPM IITDM Jabalpur will be final and binding.

12. GENERAL TERMS & CONDITIONS

- a. The contract is for one year and work as described in Scope of Work as clause 1 of the Tender document. The contract may be terminated by either party after giving a notice period of one month. Contract may be extended up to the two financial years on yearly basis.
- b. Interested party should give his/her full permanent as well as temporary address in tender form and also provide name, address, and contact details of CA who will take care of the Institute work.
- c. The tender document will remain valid for sixty days from the date of opening.

Accellu

- d. No compensation will be allowed for fluctuation in the market rates.
- e. The successful interested party shall be required to enter into an agreement with the Institute within 10 days of acceptance of the proposal. The schedule of quantity and prices filled in by the successful tenderer and the conditions of the contract, the conditions of tender of the successful interested party and the letter of acceptance of the tender shall form a part of the agreement to be signed. The cost of the Stamp Paper required for the agreement will be borne by the successful bidder.
- f. The tender document in a sealed cover, superscribed "**Tender for hiring of services of CA for the FY 2024-25 for PDPM IIITDMJ**" shall be received on or before the **last date of submission of the tender document**.
- g. The Institute reserves the right to accept or reject any tender without assigning any reason thereof.
- h. Tenderers who do not fulfil all or any of the above conditions or are incomplete in any respect are liable to be rejected.
- i. Tenderer shall have to sign all the pages of tender documents.
- j. Tenderer is not allowed to make additions/ alterations in the tender document, such additions and alterations shall be at the tenderer's own risk and the tender document is liable to rejection. Conditional documents shall not be accepted.
- k. Timings for work will be office working hours on working days of the Institute.
- l. Subletting of the work will not be permitted.
- m. This contract is subject to the legal jurisdiction of Jabalpur (MP).
- n. The service provider will get his employees verified by civil Police. No employee/visitor will be allowed inside the Institute who does not have a security pass issued by the Institute.
- o. In case of any dispute the decision of the Institute will be final and binding on both the parties.
- p. Salary of employees/articles of the CA firm shall be as per guidelines of ICAI/ GOI.
- q. The service provider shall have in no manner any right, title, or interest in any document of the Institute and should in no manner use other than as prescribed in the contract agreement.
- r. All statutory dues be deposited, and returns be filed, or certificates be prepared as per the concerned act or law in force. Quarterly internal audit report to be provided before the last day of next month. Vouching, reconciliation, etc. for all accounts of both parts of work be done on monthly basis.







- s. A dedicated CA, who has experience of at least 05 years, for the Institute for the work mentioned in the Scope of work, will be provided by the bidder firm along with his name and registration no/membership of ICAI.
- t. Any additional supporting manpower shall be arranged by the firm/bidder for the day-to-day work of the Institute as mentioned in Scope of work.
- u. Each and every voucher should be audited by CA only.
- v. If any violation of rules and regulations resulting in any penalty clause on any point reported will be borne by CA only and will be legally binding.

 A handwritten signature in blue ink, appearing to be 'S. S. S.', with a circled initial 'S' to the left.

 A handwritten signature in blue ink, appearing to be 'K. K.', with a circled initial 'K' to the left.

 A handwritten signature in blue ink, appearing to be 'S. S. S.', with a circled initial 'S' to the left. Below the signature is the date '28.05.2024'.

Technical Bid

S.N.	Particulars	Attached Yes/No	Remarks
1	Copy of valid Registration of the firm		
2	Declaration for not convicted by the court of law (Annexure-C)		
3	Copy of audited financial statement for the consecutive three financial years (mention total turnover for three years in remarks column)	FY 2020-21 FY 2021-22 FY 2022-23	
4	Copy of experience certificate for consecutive three years in educational Institute, out of which at least one year in educational institute of Central Funded Institute/Institute of National Importance certificate(s) required. Work order will not serve the purpose	FY 2020-21 FY 2021-22 FY 2022-23	
5	Copy of GST registration		
6	Copy of ITR of consecutive three financial years	FY 2020-21 FY 2021-22 FY 2022-23	
7	Full address of Registered Head office.		
8	Full address of Registered Branch office at Jabalpur		
9	Copy of authorization letter/ICAI constitutional certificate showing name		
10	Name & contact detail of CA to be deployed		
11	Registration certificate of CA to be deployed		
12	Tender Fee of Rs 500/- in the form of DD favouring “ PDPM IIITDM Jabalpur”		

(Signature of the Tenderer)
With name and Seal

Place: _____

Date: _____

Seen

Date: _____

Annexure-B
Commercial Bid

Name of the Firm

Work	Amount in words	Amount in figures
For Financial year 2024-25		

1. GST will be paid extra at the applicable rate.
2. Please take while quoting rates that there should not be any discrepancy and/or ambiguity. If in case of any discrepancy and/or ambiguity in quoted rates in figures & words, rate quoted in words will be considered.
3. In case same rate comes from two or more firms, the firm having more experience in Education Institute will be given weightage.
4. In case of any conflicting situation the Competent Authority of the Institute will take final decision.

(Signature of the Tenderer)
With name and Seal

Place: _____

Date: _____

Tender document for Hiring of services of Chartered Account for the
Financial Year 2024-25
(Firm letter head/Stamp paper Rs 100)

ANNEXURE – C

Declaration of Bidder

1. I / we have understood the Instructions to the Bidders and Conditions of Contract and fully accept them.
2. I / we agree to abide all terms and conditions mentioned in tender document.
3. My / our firm has not been convicted by the law of court.
4. I/we have not provided any false/misleading information.

(Signature of the Tenderer)
With name and Seal

Complete address of the bidder
With Phone/ Fax & Mobile No.

Handwritten signatures and date: 20/05/2024