



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/5815364
Dated/दिनांक : 14-01-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	24-01-2025 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	24-01-2025 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Water Resources River Development And Ganga Rejuvenation
Department Name/विभाग का नाम	Wapcos Limited
Organisation Name/संगठन का नाम	Wapcos Limited
Office Name/कार्यालय का नाम	Wapcos Limited
क्रेता ईमेल/Buyer Email	buycon86.wl.hr@gembuyer.in
Item Category/मद केटेगरी	Financial Audit Services - Engagement of a Firm of Chartered Accountants for Retrieving of financial data from foxpro for Preparation checking and finalization of Annual Return of GST GSTR 9 GSTR 9C of WAPCOS Limited; CA Firm
Contract Period/अनुबंध अवधि	2 Month(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	4 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	7 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

Bid Details/बिड विवरण	
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	700000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	14000

ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Sr. Asstt. (F)

Wapcos Limited, WAPCOS Limited, WAPCOS Limited, Ministry of Water Resources River Development and Ganga Rejuvenation
(Prem Prakash Dwivedi)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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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 to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs 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 the Purchase preference 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 service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [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 the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
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

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1736763247.pdf](#)

Financial Audit Services - Engagement Of A Firm Of Chartered Accountants For

Retrieving Of Financial Data From Foxpro For Preparation Checking And Finalization Of Annual Return Of GST GSTR 9 GSTR 9C Of WAPCOS Limited; CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Engagement of a Firm of Chartered Accountants for Retrieving of financial data from foxpro for Preparation checking and finalization of Annual Return of GST GSTR 9 GSTR 9C of WAPCOS Limited
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	As per tender Document
Type of Industries/Functions	As per tender Document
Frequency of Progress Report	As per tender Document
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per tender Document
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
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Prem Prakash Dwivedi	122015,Plot No 76C, Institutional Area, Sector 18, Gurugram	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. Buyer Added Bid Specific SLA

File Attachment [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.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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---

Request for Proposal (RFP)

For

Engagement of a Firm of Chartered Accountants for Retrieving of financial data from foxpro for Preparation, checking and finalization of Annual Return of GST (GSTR 9 & GSTR 9C) of WAPCOS Limited

January 2025



**WAPCOS Limited
Plot no 76-C, Sector 18,
Gurugram – 122015, Haryana**

NOTICE INVITING TENDER (NIT)

WAPCOS Limited (A Govt. of India Undertaking) invites open online tender from experienced, competent and eligible bidders in a two-envelope system as per below:

1.	Work/ Project	Engagement of a Firm of Chartered Accountants for Retrieving of financial data from foxpro for Preparation, checking and finalization of Annual Return of GST (GSTR 9 & GSTR 9C) of WAPCOS Limited
2.	Site / Location	Gurgaon, Haryana
3.	Website for viewing tender, Corrigendum/ Addendum, if any.	www.wapcos.co.in & https://gem.gov.in
4.	Website for Registration/ uploading of Tender	https://gem.gov.in
5.	Estimated / NIT Cost	Rs. ₹ 7,00,000/- excluding GST
6.	Earnest Money Deposit (EMD) / Bid Security	Rs. 14,000.00 (Rupees fourteen thousand only) (Refundable) in the form of Insurance Surety Bonds RTGS/NEFT/D.D./Banker's cheque/FDR in favors of 'WAPCOS Limited' payable at Gurugram, Haryana The bank account as per details: Name of Bank: Indian Overseas Bank Bank Account Number: 193502000000405 IFSC Code: IOBA0001935 Branch Name: National Horticulture Board (NHB) Building, G-85, Industrial Area, Sector-18, Gurugram-122015, Haryana Note: Bid Security shall remain valid for a period of 45 days beyond final bid validity period
7.	Joint Ventures / Consortia of firms	Not allowed
8.	Project Completion Period	Two months from the Date of Issue of Letter of Award
9.	Bid Validity Period	90 days from the date of opening of Technical bid
10.	Last date & time for online submission of Technical & Financial Bid	up to 15:00 hours
11.	Offline Submission of Original document, if any, required by the tender	up to 12:00 hours in the office of DyChief Manager (Finance)–HQ, WAPCOS Office, Sector-18 Gurugram- 122015, Haryana
12.	Online opening of Technical Bid	at 15:00 hours
13.	Online opening of Financial Bid	Intimated to Technical Qualified Bidders.

14.	Tender Inviting Authority & Communication address during Tendering and Execution of Work	Dy Chief Manager (Finance)- HQ WAPCOS Limited 76-C, Sector 18 Gurugram-122015 E mail: jer@wapcos.co.in
15.	EMD/Bid security favouring	WAPCOS Limited 76-C, Institution Area Sector-18, Gurugram, Haryana-122015

- The tender document has to be viewed/ downloaded from above specified websites. Bidders are advised to visit above specified websites regularly for updates /Amendments/ Corrigendum, if any and not be published elsewhere. The Updates/Corrigendum/Addendum shall be followed up to submission of tender and it will be the part of tender.
- The purpose of this NIT is to provide interested parties with information to assist the preparation of their bid. While WAPCOS Limited has taken due care in the preparation of the information contained herein, and believe it to be complete and accurate, neither it nor any of its authorities or agencies nor any of its respective officers, employees, agents or advisors give any warranty or make any representations, expressed or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it. The Bidders must read all the terms and conditions of bidding document carefully and only submit the bid, if eligible and in possession of all the documents required. While efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- Further, WAPCOS Limited does not claim that the information is exhaustive. Respondents to this NIT are required to make their own inquiries/ surveys and will be required to confirm, in writing, that they have done so and they did not rely solely on the information in NIT. WAPCOS Limited is not responsible if no due diligence is performed by the bidders.
- If the office of WAPCOS Limited happens to be closed on the last date and time mentioned for any of the event, the said event will take place on the next working day at the same time and venue.
- WAPCOS Ltd. reserves the right to accept or reject any or all bids without assigning any reasons. No Bidder shall have any cause of action or claim against the WAPCOS Ltd. For rejection of his Bid and will not be bound to accept the lowest or any other tender.
- No reimbursement of cost of any type or on any account will be paid to persons or entities submitting their Bid.
- All information submitted in response to this NIT shall be the property of WAPCOS Limited and it shall be free to use the concept of the same at its will.

For and on behalf of WAPCOS LIMITED
Dy Chief Manager (Finance) –HQ

SECTION-I

ABOUT THE COMPANY AND INTENT OF THE TENDER INQUIRY

1. The Company – An overview

WAPCOS Limited (the Company) is a “MINI RATNA-1” Public Sector Enterprise under the aegis of the Union Ministry of Jal Shakti, Department of Water Resources, Ganga Rejuvenation & River Development, Incorporated on June 26th, 1969 under the Companies Act, 1956; WAPCOS is a technology driven consultancy and Engineering, Procurement and Construction Organization with strong home country and global presence in the field of Water, Power and Infrastructure sectors. Engineering Excellence, Exceptional Workforce and Customer Centric Approach has enabled to deliver projects consistently to clients. WAPCOS has the requisite experience & expertise to undertake Consultancy & EPC projects of any scale and complexity in the sectors of its operation. WAPCOS portfolio of projects is both impressive and diverse in nature. The quality management systems of WAPCOS comply with the Quality Assurance requirements of ISO- 9001:2008 for Consultancy Services in Water Resources., Power and Infrastructure Development Projects related to Residential, Office Buildings, Civil Works, Roads& Highways, Irrigation, Agriculture and Water Projects, Electrical Power Projects for Generation, substation, Transmission etc.

Accounting Management System

The company is working in all states in India and more than 35 countries abroad. The company is following centralized system of accounting at Head Office. All accounting related works starting from recording of transactions to preparation of Financial Statements and Audit thereon are carried at Head Office.

The company has used Foxpro2.6 system for preparation of its books of accounts for the F.Y. 2023-24 and preceding years.

2. Intent of the Tender Enquiry

The objective of this tender is to select a firm of Chartered Accountants for Engagement of a Firm of Chartered Accountants for Retrieving of financial data from foxpro for Preparation, checking and finalization of Annual Return of GST (GSTR 9 & GSTR 9C) of WAPCOS Limited for F.Y 2023-24 as per applicable provisions of respective CGST/SGST/IGST/UGST Acts. The company is having more than 30 GST registrations in India.

3. Eligibility Criteria

1. The professional CA firm must be in existence for more than 20 years.
2. The prospective bidders must have at least 2 partners in their firm.

3. The bidder must have office in Delhi/ NCR & submit a proof of having office in Delhi/NCR.
4. The bidder must have experience of, providing professional retainership services in accounts/taxation including preparation of replies to audit/show cause notices issued by GST Department, attending appeals before appropriate GST Authorities for a corporate using foxpro 2.6 for preparation of its books of accounts, having GST registrations in more than 25 states in India and having turnover of Rs. 1000.00 cr and above at the time of provision of services or providing professional services for preparation of financial statements or auditing the financial statements, for a minimum period of 2 years for a corporate using foxpro 2.6 for preparation of its books of accounts, having GST registrations in more than 25 states in India and having turnover of Rs. 1000.00 cr and above at the time of provision of services.
5. The prospective bidder must have derived average annual turnover equal to 50% of the estimated tender cost during last 3 completed financial years ending 31.03.2024.
6. The bidder should have successfully completed similar works during last 7 (seven) years ending last day of the month in which tender is invited and should be either of the following:
 - One similar completed work costing not less than the amount equal to 80% of the estimated cost of this tender.
Or
 - Two similar completed works costing not less than the amount equal to 50% of the estimated cost of this tender.
Or
 - Three similar completed works costing not less than the amount equal to 40% of the estimated cost of this tender.

Similar works means

Providing professional services for preparation of replies to GST Audit/ Show Cause notices issued by the GST Department, attending appeals before GST Authorities for a corporate using foxpro 2.6 for preparation of its books of accounts, having GST registrations in more than 25 states in India and having turnover of Rs. 1000.00 cr and above at the time of provision of services or providing services for Retrieving of financial data from foxpro 2.6 for Preparation, checking and finalization of Annual Return of GST (GSTR 9 & GSTR 9C) as per applicable provisions of respective CGST/SGST/IGST/UGST Acts for a corporate using foxpro 2.6 for preparation of its books of accounts, having GST registrations in more than 25 states in India and having turnover of Rs. 1000.00 cr and above as on the date of providing such services

7. The prospective bidder must have completed one work of similar works in any PSU.

SECTION-II INSTRUCTIONS TO BIDDERS

1. The name and address of the institution inviting bids i.e., the employer:

Dy Chief Manager (Finance)
WAPCOS Limited
76C, Sector 18,
Gurugram – 122015,
Haryana

2. The purpose of invitation of bids is ‘ Engagement of firm of Chartered Accountants for Retrieving of financial data from foxpro for Preparation, Checking and Finalization of Annual Return of GST (GSTR 9 & GSTR 9C) of WAPCOS Limited for F.Y 2023-24 as per applicable provisions of respective CGST/SGST/IGST/UGST Acts.

3. The Method of selection of the firm shall be on the basis of lowest offer (L1).

4. Each bidder shall submit only one proposal in response to this tender document. Any firm submitting more than one bid in response to this tender document shall be disqualified from the bidding process.

5. The Bidder should carefully examine the tender document and all its contents, including the annexures and formats and would be wholly responsible for the failure to comply with the requirement and conditions as stipulated in the tender document. No extra charges or compensation etc. whatsoever consequent on any misunderstanding or otherwise shall be allowed. Having submitted the bid, it would be deemed that prior to the submission of the tender document, the Bidder has:

- a) Made a complete examination of the contents as well as the requirements of the tender document.
- b) Have full knowledge of the work.
- c) Made a complete and careful examination of the various aspects of the assignment including but not limited to:
 - i. Conditions at workplace.
 - ii. All other matters that might affect the bidder’s performance under the terms of this tender document.

6. The bidder shall submit a EMD(Refundable) of Rs. 14,000 (Rs. Fourteen thousand only) through NEFT/RTGS as under:-

Name of beneficiary : WAPCOS Limited

Name of Bank : Indian Overseas Bank

Beneficiary account number : 193502000000405

IFSC Code : IOBA0001935

The bidder has to submit the proof of payment indicating the UTR No. with the Technical Bid. . In case , the proof of deposit of earnest money deposit is not provided , the tender shall be rejected.

EMD will be refunded for the unsuccessful bidders after opening of Price bid and as per the request of the bidder. EMD of successful bidder will be released after submission and verification of Performance Security).

NB: MSMEs having valid Registration Certificate from the Competent Registering Authority, will be allowed exemption from submission of EMD as per Govt of India Guidelines, subject to submission of valid Registration Certificate with the bid.

7. The bidder shall bear all the costs associated with the preparation and submission of its bid and the Company shall not be responsible or liable for these costs, regardless of conduct or outcome of the bidding process, under any circumstances.

8. The Bidder shall quote the rates tendered in Indian Rupees in figures as well as in words. All rates must be quoted online only in the Financial Bid Form. In the event of any difference between figures and words, the amount indicated in words shall be taken into consideration.

9. A Committee of the Company's Officers shall examine the 'Bids' to determine whether each bid has been properly signed and is substantially responsive. For this purpose, a substantively responsive bid is one which conforms to all the terms, conditions and specifications of the tender document without any material deviation and reservation.

10. If a bid is not substantially responsive to the requirements of the bid document, the Company has an absolute right to reject it.

11. The bid shall contain no alterations, omissions or additions, except those to comply with the instructions issued by the Company, or as necessary to correct errors made by the bidder, in which case all such corrections shall be initialed by the person or persons signing the bid.

12. To assist the process of examination, evaluation and comparison of bids, the Company may ask the bidder, individually for clarification, if any, of their bids, including breakdown of unit rates and price. The request for clarification and the response shall be in writing, but no change in the price or substance of the bid shall be sought, offered or permitted, except as required to confirm the

correction of arithmetical errors discovered by the Company in the course of scrutiny.

13. The bids shall be valid for a period of ninety days (90 days) from the date of opening of bid. In exceptional circumstances, prior to expiry of the original bid validity period, the Company may request the bidders to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing. A bidder may refuse the request in writing. A bidder agreeing to the request shall not be required or permitted to modify his bid but shall be required to extend the validity of his Bid Security Declaration for the period of the extension.

14. Bidders requiring any clarification on the RFP may give their representations on the GeM window. The Company may also on its own motion, if required, issue interpretations and clarifications to the bidders. All clarifications and interpretations issued by the Company shall be deemed to be part of the bidding document. It is hereby clarified that verbal clarifications and/or information given by the Company or its employees or representatives shall not in any way or manner be binding on and shall not form any part of the bidding process.

15. At any time, prior to the deadline for submission of bids, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, amend the bidding document by issuing Addendum. Corrigendum/Addendum, if any, shall be hosted on the Company Website and GeM Portal.

16. To afford prospective bidders reasonable time to take an addendum into account in preparing their bids, the Company may extend, as reasonably necessary, the deadline for submission of bids.

17. **Preparation and Submission of Bids**

Bids shall be submitted online on GeM Portal.

18. The following shall be the form of various documents in the Bid to be uploaded on GeM Portal.

A. Technical Bid

- i. Letter of Application and Bid Securing Declaration as per Form 'A'.
- ii. Power of Attorney for signing the Bid as per the format at Form 'B'.
- iii. Technical Bid as per Annexure 'C' along-with all enclosures and supporting documents.
- iv. Certificate of annual turnover as per Annexure 'D'.

B. Financial Bid: Financial Bid as per format available on GeM Portal on the lines prescribed in Annexure 'E' of RFP.

19. The Bidder shall upload scanned copies of the documents as specified in para 18A above on the GeM before the closing date and time. It is mandatory to upload the bids on GeM portal as per para 18A above and no bids in physical form shall be accepted. The scanned copies uploaded on the GeM portal should be clear and legible. The Company shall consider only legible documents and is not bound to seek clarification from the bidder for non-legible documents.

20. The Bidders shall upload the bid on GeM Portal well before the bid closing time, as per

their convenience. The Company shall not be responsible and/or liable for any technical errors/glitches in GeM Portal, unless such technical error/glitches are reported beforehand, providing reasonable time to the Company for considering further course of action, before the expiration of the specified deadline. Failing such requirement, the Company shall not entertain any request for extension of date for submission of bids. The Bidder shall undertake to not approach any judicial forum, without any compliance of the above-mentioned conditions.

21. The Bidders may be asked to submit the originals of the documents listed at foregoing para 18A during either Technical Evaluation process or after declaration of bid evaluation result by the Company. Bidders failing to submit the original documents listed at para 18A shall be unconditionally debarred from bidding in the Company & the Company projects for a period of two years. In case selected bidder fails to submit the originals listed at 18A, the bidding process shall be annulled and tender shall be re-invited.

22. Opening and Evaluation of Bids. The Online technical e-bids shall be opened on the time and date given herein before.

23. The bids shall be evaluated in two stages. Technical bid, in the first instance, shall be examined to ascertain fulfillment of eligibility criteria specified in RFP.

24. In stage II, the financial bid shall be opened. The financial bid shall be opened on a later date which shall be notified on the GeM portal and website of the Company.

25. The Company reserves the right to reject/disqualify any bid, if at any time, a material misrepresentation is made or forged/tempered document submitted by the bidder.

29. The decision of the Company with regard to selection of firm shall be final and binding and no communication in this regard shall be entertained.

SECTION-III

GENERAL CONDITIONS OF CONTRACT

1. **Contract Period:** The Contract period shall be four month from the date of award of work.
2. Prior to expiration of the period of bid validity, the Company shall notify the successful bidder in writing that its bid has been accepted. This letter [hereinafter called 'the Letter of Acceptance (LOA)'] shall indicate the consideration which the Company shall pay to the firm for execution of the assignment as prescribed in the Scope of Work. The LOA shall constitute the intention of the Company to execute of the Contract.
3. If the firm does not start the work or if it is felt by the Company that the pace of work is slow and is likely to delay the assignment, the Company reserves the right to terminate the contract and/or levy the penalty and also reserves the right without prejudice to the available legal remedies, to carry out such work/service/supply at the risk and cost of the firm/bidder.
4. The firm and its staff shall take all proper and reasonable precautions to preserve from loss, waste or misuse the assets of the Company and shall not knowingly lend to any person or company any of the effects or assets of the Company, and the control of the firm and its personnel. In the event of any accident / damage loss etc. caused due to negligence of staff deployed by the firm shall be considered as due to the inefficiency of the firm and the firm has to make good all such damage or loss.
5. **Termination of Contract:** In case it is found that the work/ level of service is not as per requirement/standards, time lines, then the Company retains the right to terminate the Contract and, in such case, the firm/bidder shall not be entitled to claim any damages from the Company or make any claim for fees in respect of such unsatisfactory/ substandard services.
6. The agreement may be terminated by the Company in case of the following:
 - a) If the work is not performed as per the terms and the conditions of the contract to the satisfaction of the Company.
 - b) The Successful Bidder assigns its rights / role in its Agreement with the Company, to any third party without prior written approval of the Company.
 - c) The Successful Bidder commits default in complying with any of the terms and conditions of the Agreement.
 - d) The Successful Bidder is dissolved.
 - e) The Successful Bidder is declared insolvent.
 - f) The Successful Bidder is unable to pay its debt or is under liquidation proceedings.
 - g) The Successful Bidder deviates from the approved scheme of working.
 - h) Where Successful Bidder continues to fail in satisfactorily, timely execution of the work awarded.

- i) If the Successful Bidder is convicted of any criminal offence and has been debarred to participate in the tender.
 - j) If any proceedings are initiated against the Company due to non-compliance of any applicable statutory law by the Successful Bidder or non-payment of any statutory taxes.
7. The termination shall be without any liability, including any compensation or damage on the Company.
8. In case of termination of contract, 10 % of the contract price shall be forfeited.
9. In the event of the firm committing any breach of any terms and conditions herein contained and / or required to be observed and performed by the firm for the satisfactory and faithful performance of the contract, and if such breach is not cured within 30 days of notice of the Company, the Company shall be at liberty to terminate this contract by giving one month's notice and without assigning any reason and in such event the Company shall be entitled to forfeit the performance security. In case of breach of contract by the Company and the same is not cured within 30 days of notice of the firm, the firm has the right to terminate the contract by giving one month's notice.
10. **Sub-contracting:** The firm should not enter into sub-contracting with or hiring of any other vendor / firm for part / full of the Company work in any manner whatsoever. In case, a firm/ individual is required to be engaged for specialized professional/ creative assignment, prior written permission of the Company should be sought.
11. **Confidentiality:** The firm shall maintain strict confidentiality of all the documents, information, data coming in knowledge and/or possession of the firm as a result of performance/execution of its obligations as per the contract and also any oral, written or other information disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the firm. The code of conduct of staff provided by the firm shall be submitted for approval of the Company and the same shall be observed scrupulously. Any staff violating such code of conduct shall be replaced forthwith, besides a penalty on the firm as decided by the Company shall be imposed and repeated violations in this regard may lead to termination of the Contract as and when decided by the Company as per the procedure prescribed herein. This clause relating to Confidentiality shall survive upon the termination/expiration of the Contract and the Company shall have right to claim damages for violation of this Clause within 02 years next after the termination/expiration of the Contract. The firm shall also enter into a Confidentiality Agreement with the Company.
12. **Use of data/ documents/information:** The firm shall ensure that the documents, data, information etc. are / is not used or permitted to be used in any manner (directly or indirectly) violation of any direction or instruction as authorized by the Company. The information shall be safeguarded and the firm shall take all necessary actions to protect the Company's interest against misuse, loss, destruction, alterations or deletions thereof. Any violations of the same will be liable for action under the law which shall entitle the Company to claim damages from the firm apart from taking action under the applicable law. This is an irrevocable condition and it will continue to be in force upto two years after termination/expiry of the contract. This clause shall survive upon

the termination/expiration of the Contract and the Company shall have the right to claim damages for violation of this clause within next after two years of the termination/expiration of the Contract.

13. In the event of any breach or threatened breach of any clause by the firm and/or individual assigned by the firm for the performance of the services, the firm shall be liable to pay damages as may be quantified by the Company depending upon the loss caused to the Company. The Company can recover the said amount from the performance security. Apart from the above, the Company shall have the right to proceed against the firm and / or its assigned/authorized person(s) under applicable law.
14. **Time is essence of Contract:** The firm shall carry out the assignment as per the specifications and standards laid out within the stipulated time. Hence, completion of the assignment as per the scope of work in time is the essence of the contract. Not adhering to the time shall entail the Company to rescind the contract and forfeit the performance security deposit and in which case there shall not be any claims for damages against the Company by the firm. Further, the Company shall have the right to get the unfinished assignment completed, if any, at the risk and cost of the selected firm, by virtue of the said revocation of the contract, through other sources and the expenses incurred thereof shall be borne by the firm in default. The firm shall also indemnify the Company against any loss, damage, expenses, costs etc. incurred by the Company as a result of the said delay in timely completion of the said assignment, by the firm.
15. **Force Majeure.** Neither party shall be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to force majeure, Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a firm or by or of such firm's agents or employees, nor (ii) any event which a diligent party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract. A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible. Unless otherwise directed by the Company in writing, the firm shall continue to perform its obligations under the contract agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

16. Dispute Resolution

Any dispute, controversy of claims arising out of or relating to this Agreement or the breach, termination or invalidity thereof, shall be settled through following mechanism:

- a. Firstly, the aggrieved party shall write a letter to the other party detailing its grievances and calling upon the other party to amicably resolve

the dispute by convening a joint meeting. Accordingly, the parties as per their convenience shall jointly convene the said meeting(s), wherein minutes of the said meeting(s) shall be prepared and countersigned by all the parties. It is mandatory to prepare minutes of meeting(s) and to be countersigned by all the parties, irrespective of the outcome of the said meeting(s).

b. In the event the parties are unable to reach on any settlement in the said meeting(s), then the aggrieved party shall mandatorily resort to pre-litigation mediation mechanism with Delhi High Court Mediation Cell, New Delhi.

c. It is only upon failure of the pre-litigation mediation mechanism with Delhi High Court Mediation Cell, then the aggrieved party shall resort to resolution of disputes through arbitration of a Sole Arbitrator. The appointing authority of Sole Arbitrator is CMD, WAPCOS Limited, to which neither of the parties have any objection nor they shall ever object.

d. Subject to the parties agreeing otherwise, the Arbitration proceedings shall be conducted in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996 (amended as on date).

e. The place/seat of arbitration shall be Delhi and any award whether interim or final shall be made, and shall be deemed for all purposes between the parties to be made, in Delhi. The arbitral procedure shall be conducted in English language and any award or awards shall be rendered in English. The procedural law of the arbitration shall be Indian Law. The award of the arbitrator shall be final and conclusive and binding upon the Parties.

f. The Contract and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of India and the Parties submit to sole & exclusive jurisdiction of courts at Delhi.

17. Terms of Payment.

100% of the contract price shall be released after successful filing of all GSTR 9 & 9C in respect of all GST registrations of the company for the financial year 2023-24. The selected bidder shall be required to issue state wise certificate under its stamp and seal certifying verification of GSR 9 & 9C in respect of all GST registrations of the company.

18. In the event of a Force Majeure, which restricts the firm from performing their services, the firm shall be entitled to payments for the work actually performed by the firms as mutually agreed under the terms of this contract.

19. **Indemnity Clause.** The selected firm/Firm shall fully indemnify the Company in case of any decree or order is passed against the Company by any Court, Forum, or Tribunal due to death of or injury to any of the agent or servants of the firm while carrying out the work under the agreement & indemnify, protect, defend and hold harmless the Company its officers, employees and agents from and against any and all demands, claims, suits and causes of action and any and all liabilities, costs, expenses, settlements and judgments arising out of the failure of the successful bidder to discharge its obligations under this agreement and to comply with any provisions of applicable laws and any permit or approval that may have been obtained or may be required or arising out of or attributable to any act or omission of the successful bidder. In case any proceedings in any Court/ forum are initiated against the Company due to any omission or commission on the part of the successful bidder or due to any non-compliance of any statutory laws, the successful bidder shall provide the cost of litigation and expenses incurred by the Company in defending such proceedings in addition to any other action that the Company may take.
20. In case two provisions of the tender document are considered to be contradictory, the same shall be pointed out and the Company's decision in this respect shall be final. In case of any difference in interpretation of any clause, the Company's decision shall be final and binding.
21. In case of mergers and acquisitions of the successful bidder's company, all the contractual conditions and obligations shall automatically be transferred to the acquiring company/entity, with the prior written permission from the Company, and acquiring company must assume all the obligations of the contract till the end of the contract period.
22. The Company shall have all rights on the content and formats designed by the firm under this contract.
23. This RFP alongwith LOA will be treated as Agreement.

SECTION-IV

I - Eligibility Criteria

Table -1: Documents for Technical Qualification		
CHECK LIST		
Name of Bidder	M/s.....	
Name of Work:	Engagement of a Firm of Chartered Accountants for Retrieving of financial data from foxpro for Preparation, checking and finalization of Annual Return of GST (GSTR 9 & GSTR 9C) of WAPCOS Limited	
S. N o.	Particular of Document	Attached/ Not Attached
a)	<p>Authority to Sign the Tender</p> <p>Copy of Notarized Power Of Attorney duly certified by the executor that the POA has not been changed as on date of submission</p>	
b)	Date of establishment of firm (Attach copy of relevant document)	
c)	<p>Legal Entity/Registration of Firm / Firm's existence after Registration</p> <p>The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI). Proof of registration to be attached.</p>	
d)	<p>Location</p> <p>The prospective CA Firm bidding for the tender must have its office in Delhi/NCR (Proof of office location in the form of ownership/lease deed/ rent agreement to be attached).</p>	
e)	Whether Micro, Small or Startup Enterprises (attach proof of requisiteregistration)	
f)	<p>Professional strength</p> <p>The Firm should have minimum 2 Nos. of Chartered Accountants (CAs) (including partners) in the Firm as per ICAI Constitution Certificate.</p> <p>Proof required to be attached.</p>	
g)	EMD Documents/Reference	
	<p>Firm's experience in Accounting under Foxpro 2.6</p> <p>Attach relevant document</p>	
h)	Letter of Transmittal For Technical Bid and Financial bid along with Declaration by the Bidder on bidder's original letter Head as per given format	

i)	<p>Bidder shall submit “Financial Information” regarding Turnover, Profit/Loss for Last 5 (five) years ending on the financial year 2023-24 in Form-H duly certified by Statutory Auditor of the firm/company which must carry UDIN (Unique Document Identification Number).</p> <ul style="list-style-type: none"> • Profit / loss (after Tax): The Bidder should not have incurred any loss (profit after tax should be positive) in more than two years during last five years ending 2023-24. • Turnover: Average annual financial turnover of Bidder should be at least 50% of the estimated cost of work during the immediate last 3 consecutive financial years ending 2023-24 • Bidder shall attach Balance Sheet and Profit & loss Statement, duly audited by Statutory Auditor of the firm for last 5 (five) years ending on the financial year 2023-24 in support of Form-H. <p>Note: This Certificate will be verified through ICAI Portal using UDIN number mentioned in Form-H.</p>	
	<p>Note: There is no need to upload entire voluminous balance sheet. However, summarized balance sheet (Audited) and summarized Profit & Loss Account (Audited) for last 05 years shall be uploaded.</p>	
j)	<p>Completed Similar Work Criteria: The bidder should have satisfactorily completed the similar types of works as mentioned below during the last seven years ending previous day of last date of submission of tender.</p> <p>i) One similar completed work costing not less than 80% of the estimated cost of work.</p> <p style="text-align: center;">Or</p> <p>ii) Two similar completed works of order value each not less than 50% of the estimated cost of work.</p> <p style="text-align: center;">Or</p> <p>iii) Three similar completed works of order value not less than 40% of the estimated cost of work.</p> <p>Note: Similar work shall mean Providing professional services for preparation of replies to GST Audit/ Show Cause notices issued by the GST Department, attending appeals before GST Authorities for a corporate using foxpro 2.6 for preparation of its books of accounts, having GST registrations in more than 25 states in India and having turnover of Rs. 1000.00 cr and above at the time of provision of services or providing services for Retrieving of financial data from foxpro 2.6 for Preparation, checking and finalization of Annual Return of GST (GSTR 9 & GSTR 9C) as per applicable provisions of respective CGST/SGST/IGST/UGST Acts for a corporate using foxpro 2.6 for preparation of its books of accounts, having GST registrations in more than 25 states in India and having turnover of Rs. 1000.00 cr and above as on the date of providing such services</p> <p>The value of executed works shall be brought to the current level by enhancing the actual value of work done at a simple rate of 7% per annum, calculated from the date of completion of last day of the month previous to the one in which applications are invited.</p>	

	<p>The past experience in similar nature of work and also for additional experience should be supported by work orders / certificates issued by the Client's organization. In case, the work orders / certificates are not verified by the issuing</p>	
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S. N	Particular of Document	Page Nos. (from – to)
	<p>authority, WAPCOS reserves the right to not consider for the award of works.</p> <p>(Work order/completion/performance/experience certificates/invoices raised and payment receipt proof to be attached).</p> <p>Note: The completion / experience/Performance certificates, along with the supporting documents, shall be got verified from the issuing authority / organizations prior to opening of Financial Bid.</p>	
k)	<p>GST Registration & PAN: Bidder shall submit valid GST registration certificate for the state where work is to be executed and PAN Card. If not registered till date of submission of bid, bidder will give undertaking on bidder letter head stating that they will get registered in GST as per Govt. norms.</p> <p>Copies to be attached.</p>	
l)	<p>Structure & Organization: The bidder will submit Name, address, details of the organization, Name(s) of the Owner/partners/promoters and Directors of the firm/ company as prescribed.</p>	
m)	<p>Non - Conviction Certificate: The bidder will submit the undertaking regarding “Non –Conviction Certificate” as prescribed in Form-E.</p>	
n)	<p>No Deviation Certificate: The bidder will submit ‘No Deviation Certificate’ as prescribed in Form-F.</p>	
o)	<p>Undertaking regarding Blacklisting / Non Debarment The bidder will submit the “Undertaking regarding Blacklisting / Non Debarment” as prescribed in Form-G.</p>	

Date:

**(Signature, name and designation
of the Authorized signatory)**

(TO BE SUBMITTED ON BIDDER ORIGINAL LETTER HEAD)

LETTER OF TRANSMITTAL FOR TECHNICAL BID

To,
Dy Chief Manager (Finance) -
HQ WAPCOS Limited,
Sector- 18, Gurugram, Haryana-122015
Email: jer@wapcos.co.in
Contact No. +91124-2399445

Subject: Engagement of a Firm of Chartered Accountants for Retrieving of financial data from foxpro for Preparation, checking and finalization of Annual Return of GST (GSTR 9 & GSTR 9C) of WAPCOS Limited

Sir,

Having examined the details given in tender document for the above work, I/we hereby submit the relevant information.

- i. I/ We acknowledge that the WAPCOS will be relying on the information provided in the Bid and the documents accompanying the Bid & detailed provided in the enclosed "Forms" for selection of the firm for the aforesaid work and we certify that all information provided in the Bid are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
- ii. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
- iii. I/we submit the requisite Work Order/Completion Certificates, Financial Informations and authorize WAPCOS Ltd. to approach the Issuing Authority to confirm the correctness thereof. I/we also authorize WAPCOS Ltd. to approach individuals, employers, firms and corporation to verify our competence and general reputation.
- iv. I/ We acknowledge the right of WAPCOS to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
- v. I/we submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following eligible similar works:

SN	Name of work	Value of Work	Client

Date:

**(Signature, Name, Designation
of the Authorized signatory with Seal)**

Place:

Form 'B'

FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF BID/ PROPOSAL (On a Stamp Paper of Rs.100/-)

Know all men by these presents,
We, _____

_____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms.(Name), son/daughter/wife of _____ and _____ presently residing at _____, who is presently employed with us/ the Authorized representative for this assignment and holding the position of _____, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for **Engagement of a Firm of Chartered Accountants for Retrieving of financial data from foxpro for Preparation, checking and finalization of Annual Return of GST (GSTR 9 & GSTR 9C) of WAPCOS Limited.**

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHERE OF WE..... THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS.....DAY OF 2024.

For.....

(Signature, name, designation and address)

of person authorized by Board Resolution (in case of Firms/Company)/Partner in case of Partnership Firms

Accepted

(Signature, name, designation and address of the Attorney)

Witnesses:

1.

2.

Notarized Person identified by me/personally appeared before me/signed before me/Attested/Authenticated*

(*Notary to specify as applicable)

(Signature, Name and Address of the Notary)

Seal of the Notary

Registration Number of the Notary

Date

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Wherever required, the Firm should submit for verification of the extract of the charter documents and documents such as Board or Shareholders Resolution/Power of Attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Firm.

(TO BE SUBMITTED ON BIDDER ORIGINAL LETTER HEAD)

LETTER OF TRANSMITTAL FOR FINANCIAL BID

Dated:

To

Dy Chief Manager (Finance) -HQ
WAPCOS Limited,
Sector- 18, Gurugram, Haryana-122015
Email: jer@wapcos.co.in
Contact No. +91124-2399445

Sub: Engagement of a Firm of Chartered Accountants for Retrieving of financial data for Preparation, checking and finalization of Annual Return of GST (GSTR 9 & GSTR 9C) of WAPCOS Limited

Dear Sir,

With reference to this Tender Document, I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our Bid for the aforesaid work. The Bid is unconditional and unqualified.

1. The Cost has been quoted by me/us for bid after taking into consideration all the terms and conditions stated in the Tender Document, our own estimates of costs and after a careful assessment of the work.
2. I/ We shall keep this offer valid as period specified in the NIT.
3. I/ We hereby submit our FINANCIAL BID for undertaking the aforesaid work in accordance with the Bidding Documents and the Agreement.

Yours faithfully,

Date:

(Signature, name and designation
of the Authorized signatory)

Place:

Name and seal of Bidder

(TO BE SUBMITTED ON BIDDER ORIGINAL LETTER HEAD)

CORRESPONDENCE DETAILS OF ISSUING AUTHORITY

Work Order/Completion/Performance/Experience Certificate

Name of Work: Engagement of a Firm of Chartered Accountants for Retrieving of financial data for Preparation, checking and finalization of Annual Return of GST (GSTR 9 & GSTR 9C) of WAPCOS Limited

A. Work order /Completion/Performance/Experience Certificate

Present address of the Issuing Authority	Official Email Id	Landline no	Other Contact no.

This is to certify that above information is correct and is gathered from the Issuing Authorities by us for the verification of concerned documents. We understand that if the documents is not verified, then our bid is liable to be rejected.

Date:

**(Signature, Name, Designation
of the Authorized signatory with Seal)**

Place:

(TO BE SUBMITTED ON BIDDER ORIGINAL LETTER HEAD)

FORM-E: NO-CONVICTION CERTIFICATE

Name of Work: Engagement of a Firm of Chartered Accountants for Retrieving of financial data for Preparation, checking and finalization of Annual Return of GST (GSTR 9 & GSTR 9C) of WAPCOS Limited

This is to certify that _____ (Name of the organization), having office at _____ (Address of the registered office) has never been convicted by any Central / State Government Department or Court of law anywhere in the country.

This is also to certify that we are not involved in any form of Corrupt and Fraudulent Practices in past and will never be involved in future.

Date:

**(Signature, Name, Designation
of the Authorized signatory with Seal)**

Place:

NO DEVIATION CERTIFICATE

Name of Work: Engagement of a Firm of Chartered Accountants for Retrieving of financial data for Preparation, checking and finalization of Annual Return of GST (GSTR 9 & GSTR 9C) of WAPCOS Limited

This is to confirm that as per Tender conditions we have visited site before submission of our Offer and noted the job content and site condition etc. We also confirm that we have not changed/modified the above tender document and in case of observance of the same at any stage it shall be treated as null and void.

We hereby also confirm that we have not taken any deviation from Tender Clause together with other reference as enumerated in the above referred Notice Inviting Tender and we hereby convey our unconditional acceptance to all terms & conditions as stipulated in the Tender Document.

In the event of observance of any deviation in any part of our offer at a later date whether implicit or explicit, the deviations shall stand null and void.

Date:

**(Signature, Name, Designation
of the Authorized signatory with Seal)**

Place:

Form "G"

UNDERTAKING REGARDING BLACKLISTING / NON DEBARMENT

Name of Work: Engagement of a Firm of Chartered Accountants for Retrieving of financial data for Preparation, checking and finalization of Annual Return of GST (GSTR 9 & GSTR 9C) of WAPCOS Limited

This is to certify that we have taken the cognizance of Blacklisting Policy of WAPCOS Ltd. Further, we hereby Confirm and declare that we, M/s _____, is not blacklisted/De-registered/debarred by any Government Department/Public Sector Undertaking.

Date:

**(Signature, Name, Designation
of the Authorized signatory with Seal)**

Place:

Format for Certificate of Annual Turnover

1. It is certified that the Annual Turnover of
M/s.....
(Name & address of the firm)

_____ from professional services and
Auditservices during last three consecutive financial years is as under:

	Annual Turnover	Profit After Tax
Year	Rs. In Lakhs	Rs. In Lakhs
2019-20		
2020-21		
2021-22		
2022-23		
2023-24		
Average Annual Turnover		

Yours Sincerely,

(Signature of Chartered Accountant/ Statutory Auditor of the
Company)Name of the Chartered Accountant and Partner of the
firm

Seal with Membership No. of ICAI
(Certificate without Membership No., UDIN No. and seal of the Chartered
Accountant/Statutory Auditor will not be considered.)

Scope of Work

The company is registered in 32 States / Union Territories of India.

1. Analyzing the impact of GST rules and regulations on the respective GSTR 9 & 9C
2. Retrieving the financial data from foxpro financial system, Review, verification & reconciliation of ledgers/schedules derived from foxpro for Preparation, Checking and Finalization of Annual Return of GST (GSTR 9 & GSTR 9C) .
3. All such activities as may be required for timely & successful achievement of scope of work outlined above
4. Discussion with all level of officials & staff of WAPCOS, statutory auditors of WAPCOS as and when required including visiting offices of respective stakeholders outlined above.