

Tender Notice No: SBTET-AP/ Accounts/4855/2025, Dt:07-11-2025

BID DOCUMENT
E- Procurement Open Competitive Bid (OCB)
For
Selection of Chartered Accountant Firm for
obtaining exemption under Section 10(46) of the
Income Tax Act, 1961 for
State Board of Technical Education & Training, A.P, Mangalagiri



The Secretary
State Board of Technical Education and Training, Andhra Pradesh
Garudadri K.K. Towers, Near Sri Lakshmi Narasimha Colony
Bypass Road, Mangalagiri
Telephone No.7901620511/7901620562
website: <https://apsbtet.ap.gov.in>

Section-I		
Details of Tender requirements and time schedule		
S. No.	Item	Description
1	Department Name	STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, DEPARTMENT OF TECHNICAL EDUCATION, AP, MANGALAGIRI.
2	Name of the Project	Preparation and Filing necessary application before the Central Board of Direct Taxes (CBDT) for obtaining exemption under Section 10(46) of the Income-tax Act, 1961 (Required to be notified by the Central Government in the official Gazette)” for SBTET AP.
3	Circle/Division	GUNTUR
4	Tender Number	SBTET-AP/Accounts/4855/2025
5	Name of the work	Selection of Chartered Accountant Firm for Preparation and Filing necessary application before the Central Board of Direct Taxes (CBDT) for obtaining exemption under Section 10(46) of the Income-tax Act, 1961 (Required to be notified by the Central Government in the official Gazette)” for SBTET AP.
6	Period of Contract	One time
7	Tender Type	Open
8	Tender Category	Services
9	Cost of Tender	Rs.1,000/- (Online through e-procurement portal in favor of “Secretary, SBTET, AP, Mangalagiri” Payable at Vijayawada
10	EMD	Rs. 10,000/- (Rupees Ten thousand only)
11	EMD Payable To	Online through e-procurement portal in favor of “Secretary, SBTET, AP, Mangalagiri”, Payable at Vijayawada.
12	Date of issue of Notice Inviting Tender (NIT)	07/11/2025; 12.00 Noon
13	Start Date & Time for downloading of Tender Document	10/11/2025, 10.00 A.M
14	Pre-Bid Meeting venue, Date & Time	Conference hall, I floor, Garudadri K.K. Towers, Mangalagiri, Office of the Director of Technical Education, AP, Mangalagiri, 17/11/2025; 02.30 P.M
15	Last Date & Time for submission of Tender document	24/11/2025; 5.00 P.M

16	Last Date & Time for submission of hard copies pertaining to tender in one sealed cover consists of two separate sealed covers (Technical and Financial bids) along with other documents (Optional)	24/11/2025; 5.30 P.M
17	Date & Time for opening of Technical Bid	25/11/2025; 11.00 A.M
18	Date & Time for opening of Finance Bid Opening	25/11/2025; 03.00 P.M
19	Place Of Tender Opening	O/o Secretary, SBTET, A.P, Mangalagiri.
20	Officer Inviting Bids/Contact Person	Secretary, SBTET, AP, Mangalagiri
21	Address/E-mail id	The Secretary, SBTET, IV Floor, Garudadri K.K. Towers, Sri Lakshmi Narasimha Colony, Mangalagiri, Guntur - 522 503; secretaryap2019@gmail.com
22	Contact Details/Telephone, Fax	7901620509/7901620562
23	Eligibility Criterion	As per the tender document

Signature of Tender Inviting Authority

INVITATION FOR BIDS: -

1. Bids are invited on the e-procurement platform from the Chartered Accountant Firms registered with Institute of Chartered Accountants of India (ICAI) and empanelled with Comptroller & Audited General of India (C&AG) having experience in Income Tax representation/Selection 10(23C) / 12A / 80G / 10(46) or similar exemptions for Boards, Central or State Government entities, Public Sector Undertakings, Universities and practicing in Andhra Pradesh State for taking up “Preparation and Filing necessary application before the Central Board of Direct Taxes (CBDT) for obtaining exemption under Section 10(46) of the Income-tax Act, 1961 (Required to be notified by the Central Government in the official Gazette)”.
The details of bidding conditions and other terms can be downloaded from the electronic procurement platform and of Government of Andhra Pradesh, i.e., <https://tender.apecurement.gov.in>.
2. In-order to participate in the tender, bidders have to register on the e-Procurement market place <https://tender.apecurement.gov.in/login.html>. On registration with the e-Procurement market place, bidders will be provided with a user id and password by the system, through which they can submit their bids online. The bidders need to scan and upload the required documents as mentioned in this tender document.
3. The bidder/s shall furnish, as part of the bid, the Bid security (EMD) for the amounts specified in the Tender Document. The SBTET, A.P, Mangalagiri will not accept the tenders from blacklisted firms or undependable firms whose past performance with SBTET, A.P, Mangalagiri was found poor and also against whom there have been adverse reports of Poor Service, as defined in the other parts of the Bidding document.
4. The bidders are requested to read the tender document carefully and ensure compliance with all specifications/ instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.
5. For any clarification and further details on the above tender please contact the office of the Secretary, SBTET, A.P, Mangalagiri.

SECTION-II
STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

S. No.	Item	Description
1.	Name of the work	Selection of Chartered Accountant Firm for Preparation and Filing necessary application before the Central Board of Direct Taxes (CBDT) for obtaining exemption under Section 10(46) of the Income-tax Act, 1961 (Required to be notified by the Central Government in the official Gazette)".
2.	Tender processing fee (Non- refundable)	As per the e-procurement portal
3.	EMD	Rs.10,000/- (Rupees ten thousand only) in favor of "The Secretary, SBTET, AP, Mangalagiri by way of online payment.
4	Bid Validity Period	90 days from the date of opening of commercial bid
5	EMD Validity Period	180 days from the date of opening of commercial bid
6	Contract Agreement Period	One time
7	Period for furnishing performance Security	Within 10 days from date of receipt of Letter of Intent.
8	Performance Security value (PERFORMANCE GUARANTEE)	1. The Successful bidder has to submit an amount equal to 10% on the total bid value as performance guarantee deposit in the form of by way of DD from any Nationalized Bank in favor of "The Secretary, SBTET, AP, Vijayawada before awarding the contract. DD from other than Nationalized Banks will not be accepted. The performance guarantee shall be refunded to the selected bidder without any interest within two months from the completion of contract period.
9	Performance Security value (PERFORMANCE GUARANTEE)- for extended period	N.A.
10.	Performance security validity period	60 days beyond contract period
11.	Bid submission	Online

12.	Procedure for Bid Submission	<p>Bids shall be submitted online on https://tender.apecurement.gov.in platform</p> <ol style="list-style-type: none"> 1. The participating bidders in the tender should register themselves at free of cost on e-procurement platform in the website https://tender.apecurement.gov.in 2. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates. 3. The bidders who are desirous of participating in e-procurement shall submit their technical bids, price bids as per the standard formats available at the e- market place. 4. The bidders should scan and upload the respective documents in Pre-Qualification and Technical bid documentation including EMD. The bidders shall sign on all the statements, documents, certificates uploaded by them, owning responsibility for their correctness/authenticity. 5. The copies of all the uploaded Technical documents to be attested by a Gazetted Officer or properly notarized or self-attested. The rates should be quoted online only.
13.	Other Conditions	<ol style="list-style-type: none"> 1. The Documents that are uploaded online one-marketplace will only be considered for Bid Evaluation, The Secretary, SBTET, AP, Mangalagiri will not hold any risk and responsibility regarding non-visibility of the scanned and uploaded documents. 2. Failure to furnish any of the uploaded documents, certificates will be entitled in rejection of the bid. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false/ fabricated/ bogus, the bidder will be disqualified, blacklisted and action will be initiated as deemed fit and the Bid Security will be forfeited. 3. The SBTET, A.P, Mangalagiri reserves the right to post pone/ and/ or extend the date of receipt / opening of Rates/ Quotations or to withdraw the same without assigning any reason thereof. 4. The SBTET, A.P, Mangalagiri reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time without there by incurring any liability to the affected Bidder or Bidders or any

		<p>obligations to inform the affected Bidder or Bidders of the grounds of such action.</p> <p>5. The tender forms shall be rejected if it is not complete in any aspect.</p>
14.	Termination of contract	<p>In the event of any breach and / or failure on the part of the Firm/Agency to comply with the said terms & conditions of the contract, the contract will be terminated forthwith. The SBTET, A.P, Mangalagiri also reserves the right to cancel/ suspend the contractual period for any reason whatsoever without assigning any reason and no liability shall be incurred by the SBTET, AP, in the event of the aforesaid cancellation /suspension. However, under the normal circumstances the SBTET, A.P, Mangalagiri will give 30 days' notice before the said cancellation/ suspension. In addition, if the contract is cancelled, the security deposit will be en-cashed and forfeited.</p>
15	Placing work order	<ol style="list-style-type: none"> 1. The SBTET, A.P, Mangalagiri will place work order on identified successful bidder. 2. The successful bidder shall execute an agreement after receipt of the work order from the SBTET AP. 3. The decision of the Secretary, SBTET, A.P, Mangalagiri is final in this regard. 4. The SBTET, A.P, Mangalagiri is also reserves the right to reject only or all the tenders or accepts them in part or rejects the lowest tender without assigning any reason thereof. Institute authorities reserve the right to relax or tighten the conditions/ norms given in the tender documents.
16	Payment Terms: After Commencement of work	25% on filing of application, 25% on submission of clarifications, 50% after exemption notification.
17	Rates	The tenderer shall quote their rates excluding GST.
18	Method of evaluation of Bids	The Bids are evaluated applying weight age factors of 0.70 and 0.30 on the marks scored in Technical Bid and Financial Bid respectively.
19	Letter of Award (LoA)	After finalization of Bid Evaluation.
20	Bid document along with Annexures to be submitted in online	<p>A- Technical bid</p> <ul style="list-style-type: none"> ➤ Documents as per “Parameter for eligibility of firm (Annexure-I to VIII” and Check list Annexure-IX. <p>B -Financial bid</p> <ul style="list-style-type: none"> ➤ Format as per “Financial bid” Section of this tender document.
21	Language of Bid Submission	Proposals should be submitted in English only

22.	Other Terms and Conditions	<ul style="list-style-type: none"> i. Chartered Accountant Firm must have its Office located in Andhra Pradesh with required infrastructure and having sufficient strength of Professional Manpower. ii. SBTET AP may inspect the Offices of the CA firms at the addresses given by them to confirm the availability of Office and required professional Manpower. iii. Chartered Accountant firms will be selected for taking up work primarily on the marks scored as per the bid evaluation procedure. iv. In case more than one firm score equal marks, Board will have discretion to select one of the firms. v. Chartered Accountant firm Should not have been blacklisted by Central /State Govt./Govt. agencies/ICAI. The firm shall furnish the declaration as per Annexure VIII. vi. The selected firm shall complete the work within [6 months] from the date of award. vii. The Board reserves the right to reject any or all bids without assigning reasons. viii. Selected Chartered Accountant firm is not allowed to sublet the work allotted to them to any other agency. ix. SBTET AP reserves every right to accept or reject the entire process of appointment of CA firms without assigning any reason. x. CA firm shall submit the GST Registrations preferably in Andhra Pradesh and Details of IT – PAN / TIN copies. If the GST Registration is not in Andhra Pradesh, the successful bidder shall furnish the copy of GST Registration of Andhra Pradesh State within 15 days after award of work. xi. Renewal of agreement: N.A.
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		<p>xii. No escalation of price whatsoever would be allowed during the pendency/currency of the contract, for whatever reason.</p> <p>xiii. In the event of any question, dispute/difference arising during the course of provision of the service the same shall be referred to the sole arbitration to the SBTET, A.P, Mangalagiri, or his nominee.</p>
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SECTION-III

1. **PREAMBLE:**

The Secretary, SBTET, A.P, Mangalagiri invites online tenders for selection of Chartered Accountant firm Preparation and Filing necessary application before the Central Board of Direct Taxes (CBDT) for obtaining exemption under Section 10(46) of the Income-tax Act, 1961 (Required to be notified by the Central Government in the official Gazette)” for SBTET AP through e-Procurement.

2. **INTRODUCTION:**

State Board of Technical Education & Training, Andhra Pradesh (SBTET AP) is constituted under Section 6 of the Andhra Pradesh Education Act (Act No. I of 82) 1982 in order to promote Technical Education at Diploma Level through Government, Aided and Private Polytechnics located across the State of Andhra Pradesh. And also offers certain technical and certificate courses.

Board grants affiliations to the Private Polytechnics and other technical institutions offers short term courses as an affiliating granting authority.

The Board conducts Diploma examinations and various technical examinations and award certificates accordingly.

The income of the Board consist of:

- i. All fees and other charges levied and received by the Board on conduct of Diploma examinations and technical examinations.
- ii. Affiliation fee on award of affiliations to the Private Polytechnics and other technical institutions that are offering certain short term certificate courses.
- iii. Fee received towards Board Recognition fee and issue of certain certificate like genuine, duplicate marks memos, ODs, Name corrections etc.,

The expenses of the Board consist of:

- i. Salaries and allowances of the employees of the Board
- ii. Remunerations payable to the examiners in relation to or in connection with the conduct of the Board examinations
- iii. Allowances paid to the members of the Board of its committees for attending meeting of the Board of it committees etc.,
- iv. Day to Day expenditure
- v. Expenditure for various academic/examinations related activities
- vi. Purchase of stores
- vii. For inspection of institutions etc.,

3. SCOPE OF WORK:

For Preparation and Filing necessary application before the Central Board of Direct Taxes (CBDT) under Section 10(46) of the Income-tax Act, 1961 for obtaining exemption:

- a. Studying the activities, accounts, and legal framework of the Board.
- b. Preparing and filing the application in Form 10(46) along with all supporting documents.
- c. Liaising with CBDT, Ministry of Finance, and Income Tax authorities until the exemption notification is issued.
- d. Responding to queries/clarifications raised by authorities during the process.
- e. Providing advisory support for compliance requirements after obtaining exemption
- f. Any other matter that the auditor considers pertinent
- g. Above scope of work is only indicative but not exhaustive. Auditors may verify any other points which they feel are required to be brought to the notice of the Secretary, SBTET AP. The Board may also add any other point during the course of work execution if it felt appropriate.

4. PERIOD OF CONTRACT:

The contract period will be one time and limited for assigned work and shall be completed within 06 months.

5. RATES, TAXES AND DUTIES

The fee quoted by the firms shall be excluding GST at applicable rates. No extra claim on this account will in any case be entertained.

6. TDS:

IT TDS and GST TDS will be deducted while payment of the fee after completion of the work as per the applicable rates prescribed by the Government from time to time.

7. EARNEST MONEY DEPOSIT/SECURITY DEPOSIT:

- 7.1. The tender should accompany with Earnest Money Deposit (EMD) for Rs.10,000/- (Rupees: Ten thousand only) through online payment at time of submission of the tender in e-procurement portal in the name of the Secretary, SBTET AP, Vijayawada.
- 7.2. The EMD will be returned to unsuccessful Tenderer, whereas in the case of successful Tenderers, it will be retained.
- 7.3. The successful Tenderer will have to deposit a Security Deposit in the form of demand draft from any nationalized bank at the time of concluding agreement.
- 7.4. The successful bidders shall submit a Security deposit in the form of a Demand draft of Nationalized/scheduled commercial bank in favor of “Secretary, SBTET, AP, Vijayawada” for 10% of contract value beyond the date of completion of all contractual obligations of the firm including warranty obligations from any scheduled commercial bank located in India at his own expense within 15 working days from the date of issue of Work Order of the Contract or prior to the signing of the Contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited.

8. ELIGIBILITY CRITERIA:

- a) The Head Office of the Firm should be located in the State of Andhra Pradesh.
Or
In case the Head Office is not located in AP, the firm should have a branch office in AP. (A copy of the extract from ICAI portal to this effect is to be enclosed).
- b) A firm should submit only one proposal. If a firm submits more than one proposal the latest proposal shall be considered.
- c) The Firms quoting for the tender shall enclose all necessary required documents in support of their eligibility along with the technical bid. Bids not supported with the requisite documents are liable to be rejected.
- d) Financial Bids submitted by the firms should be valid for two months from the last date of the tenders submission.
- g) All the prescribed Forms, Annexures and Appendices of the Technical and Financial Bids must be signed by the authorized signatory of the Firm.
- h) The appointed Firms shall not delegate the work to others.
- i) The firms having experience in representation / Section 10(23C)/12A/80G/10(46) or similar exemptions for Boards, PSUs, Universities or Government Institutions.(the experience certificate Shall be produced).

Sl No.	Parameter	Eligibility Criteria	Mandatory Documents to be Submitted
1.	Location of Head Office / Branch Office of the Firm	In the state of AP	Relevant extract from ICAI website
2.	Minimum Experience as on 31-03-2025	5 years	Relevant extract from ICAI website
3.	No. of Partners as on 31.03.2025	2	Relevant extract from ICAI website
4.	Minimum No. of FCAs associated with firm	2	Relevant extract from ICAI website
5.	Empanelment with C&AG under Category 'A' "continuously	3 years	Acknowledgement from C&AG about empanelment.
6.	Professional Manpower (qualified as other than partners, semi qualified CAs, Article / Audit Assistants, paid assistants who have completed article ship etc.) strength	Minimum 6	Full particular of manpower with ICAI membership no./sro No., qualification engaged by the firm full time at respective branches to be furnished.
7.	Minimum Annual Turnover for last 3 years (2022-23, 2023-24 & 2024-25)	Rs.75 Lacs	Income Tax Acknowledgement or equivalent.

Bid Evaluation:

Sl No.	Eligibility Criteria	Marks	Marks to be Awarded
1.	The Chartered Accountant Firm should have a minimum of 5 (Five) years of standing in practice	25	5 Years - 15 Marks 6-10 years - 20 Marks >10Years - 25 Marks
2.	No of Partners as on 31/03/2025	15	2 Partners -10 Marks 3-5 Partners -12 Marks >5 Partners - 15 Marks
3.	Minimum No. of FCAs associated with firm	15	2 FCAs -10 Marks 3-5 FCAs -12 Marks >5 FCAs -15 Marks
4.	Professional manpower (qualified CAs other than partners, semi qualified CAs, Articles/ Audit assistants, paid assistants who have completed article ship etc.,) strength	20	6-10 Manpower – 10 Marks 11-15 Manpower – 15 Marks >15 Manpower – 20 Marks
5.	Minimum Annual Turnover for last 3 years (2022-23, 2023-24 & 2024-25)	10	Rs. 75 Lakhs - 5 Marks Above Rs.75 Lakhs & below Rs.150Lakhs- 7.5 Marks >150 Lakhs - 10 Marks
6.	Experience in obtaining Income Tax exemptions Under Section 10(23C) / 12A / 80G / 10(46) or similar for Boards, PSUs, Universities, or Government Institutions.	15	
Total Marks		100	

9. TECHNICAL BID

(Hard copies shall be submitted in a separate sealed Cover-I superscribed as Technical Bid)

Parameter	Supporting Documents to be submitted
Bidder information, Registration and Certification of the Chartered Accountant Firm with ICAI etc., (Institute of Chartered Accountants of India)	Details to be furnished in Annexure-I along with copies of relevant documentary evidences.
Number of Partners in the Chartered Accountant Firm	Details to be furnished in Annexure-II along with copy of partnership deed.
Availability of FCA /ACA and CISA/DISA partners in the firms	Details to be furnished in Annexure-III
Availability of Professional Manpower with the Chartered Accountant firm	Details to be furnished in Annexure-IV
Empanelment with C&AG (Comptroller & Auditor General of India)	Details to be furnished in Annexure-V
Experience in Income Tax representation / Section 10(23C) / 12A / 80G / 10(46) or similar assignments/exemptions undertaken for Boards, PSUs, Universities, or Government Institutions.	Details to be furnished in Annexure-VI
Turnover of the Firm for last (3) Financial Years i.e., 2022-23 to 2024-25.	Details to be furnished in Annexure-VII
Self-Declaration: A declaration stating that the bidder is not blacklisted or debarred by any authority for corrupt practices or other reasons.	Details to be furnished in Annexure-VIII
The Tender Cost of Rs. 1,000/- (Rupees Two thousand only) non-refundable must be paid ONLINE.	
The Earnest Money Deposit (EMD) of Rs. 10,000/- (interest-free) through ONLINE be paid in favor of the Secretary, SBTET, A.P.	

10. BID Evaluation Criteria:

- i. Technical Bids will be evaluated first and Financial Bids of the technically qualified Bidders only will be opened subsequently.
- ii. The Bids are evaluated applying weightage factors of 0.70 and 0.30 on the marks scored in Technical Bid and Financial Bid respectively.
- iii. Technical Bids are evaluated awarding marks allocated for different parameters as per the table of the tender document.
- iv. The Financial Bids of the firms which have scored minimum qualifying marks 50 marks in the Technical bids only will be opened.

11. INSTRUCTION TO BIDDERS

- 11.1 Tenders with over writings, alterations etc., will not be admitted unless they are attested by the bidder. Where there is a discrepancy between the amount (Rupees) in figures and words, the price, which is least of the two, will prevail.
- 11.2 Bid should be strictly in conformity with the Terms and Conditions mentioned in the tender schedule.
- 11.3 Bidders are expected to examine all the terms and instructions mentioned in the tender schedule and prepare their proposals accordingly. Failure to provide all requisite information will be at the bidders' own risk and may result in the rejection of the tender.
- 11.4 All assertions made in connection with the tender are to be supported/ substantiated by relevant documents. The Administrative Office reserves the right to verify the credentials of the bidder as per the eligibility criteria.
- 11.5 The Secretary, SBTET, A.P, Mangalagiri will notify the bidder whose tender has been accepted.
- 11.6 The successful bidder shall execute an agreement with The Secretary, SBTET, A.P, Mangalagiri on Non- judicial stamp paper worth Rs.100.00 agreeing to all the conditions of the contract 15 days upon intimation of acceptance of Tender. The successful bidder has to submit performance security guarantee by means of DD after taking Letter of Intent but before having contract agreement. Failure on enter into an agreement within the stipulated time will result in forfeiture of the EMD.
- 11.7 The Secretary, SBTET, A.P, Mangalagiri reserves the right to issue instructions / modifications at any point of time before award of contract.
- 11.8 The bidder must have a local office in the State of Andhra Pradesh. A proof of this effect should be enclosed.

12. METHOD OF SUBMISSION:

- 12.1 Bids shall be submitted online on <https://tender.apecurement.gov.in> Platform. The participating bidders in the tender should register themselves on e- procurement platform in the website <https://tender.apecurement.gov.in>.
- 12.2 Bidders can log-in to e-procurement platform in Secure mode only by signing with the Digital certificates.
- 12.3 The bidders, who are desirous of participating in e- procurement, shall submit their technical bids, price bids as per the standard formats available at the e- market place. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity.
- 12.4 The bidders should scan and upload the respective documents mentioned in eligibility criteria.
- 12.5 The Secretary, SBTET, A.P, Mangalagiri will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.
- 12.6 The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.
- 12.7 The rates should be quoted online only.

13. EVALUATION PROCEDURE:

- 13.1 The Tenders will be opened as per the schedule.
- 13.2 The Secretary, SBTET,A.P, Mangalagiri may reject a bid for non-conformance of the specifications.
- 13.3 The Secretary, SBTET, A.P, Mangalagiri will not hold any risk and responsibility regulating non- visibility of the scanned and uploaded documents.
- 13.4 Price Bid of only those bidders, who have fulfilled the eligibility criteria specified, will be considered and who does not fulfill the eligibility criteria will not be considered and their tender rejected.
- 13.5 Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against The Secretary, SBTET, A.P, Mangalagiri. No further correspondence will be entertained regarding the disqualification.
- 13.6 The Secretary, SBTET, A.P, Mangalagiri reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The Secretary, SBTET, A.P, Mangalagiri also reserves the right to cancel the selection process for award of the contract at any time. The decision of The Secretary, SBTET, A.P, Mangalagiri is final and binding.

14. VALIDITY OF THE TENDER:

The Tender shall remain valid for a period of 90 days from the date of opening of commercial bid.

15. RATES:

The bidder shall quote the price keeping in view of all the associated expenses of the staff deputed to SBTET AP any other offices located at various places for work by the firm. No extra claim on this account will in any case be entertained. The rates indicated in the Price Bid shall remain firm and fixed and no additional amount shall be paid during the period of contract.

16. RESPONSIBILITIES OF THE TENDERER/ SERVICE PROVIDER:

- 16.1 The Tenderer/ Service provider shall alone be responsible for the conduct, discipline and behavior to be maintained at the work place. In case of any misconduct, which may or may not involve financial loss or burden to the Board, the Tenderer/ Service provider alone shall take the responsibility.
- 16.2 The Tenderer/ Service Provider shall no authority to make statements, representations or commitments of any kind or take any action binding on the SBTET AP.
- 16.3 The Tenderer/ Service provider shall exercise all responsibilities, care and diligence to prevent any actions or conditions, which could result in a conflict with the best interest of the employer.
- 16.4 The Tenderer/ Service provider can depute the sufficient manpower to complete the assigned work with in the stipulated time. while working at site, they have to behave in a cordial manner when interaction with the employees of Board and visitors and follow the disciplinary procedures
- 16.5 The Tenderer/Service provider shall alone be responsible for maintaining the confidentiality of the Board information with regard to sensitive aspects.
- 16.6 Notice of Non-compliance: The SBTET AP shall promptly notify the Tenderer/ Service Provider upon discovering any instance where the Tenderer/ Service Provider have failed to comply with the provisions as given in above paragraphs. On receipt of such notice, the Tenderer/ Service Provider has to reply within 3 days.

17. PAYMENT TERMS:

- 17.1 The amount equal to 25% of the bid value on filing of application, 25% on submission of clarifications, 50% after exemption notification issued by the CBDT in the official Gazette
- 17.2 The Tenderer/ Service provider shall raise an invoice with The Secretary, SBTET, A.P, Mangalagiri, GST Number in an acceptable proforma and in accordance with the rates as applicable from time to time.
- 17.3 Payment will be made within 10days of receipt of the invoice. Payment will be made by account payee cheque / Online.
- 17.4 Income tax TDS and GST TDS will be deducted by The Secretary, SBTET, A.P, Mangalagiri from payment made to the Tenderer/ Services Provider. This will be as per the rules and regulations in force and in accordance with the Income tax Act prevailing from time to time.

18. FORCE MAJEURE:

- a.No liability shall be attached to the Tenderer/ Service provider for non-operation of execution of his obligation under this contract as a result of Force Majeure of any other factor beyond the control of the Tenderer/ Service Provider.
- b.No liability shall be attached to the Tenderer/ Service provider for any damage due to natural calamities such as earthquake, war, civil, commotion and willful damage.

19. TERMINATION:

- 21.1 The contract can be terminated
 - i. By either without cause, after giving to the other party at least 10 days written thereof.
 - ii. By the SBTET AP, if the Tenderer/ Service Provider fails to fulfill their tasks to the satisfaction of the SBTET AP, such failures constitute a breach of the Tenderer/ Service Provider's obligations under contract, which are not remedied within 10 days from the date of giving of written notice requiring such breach to be remedied.

20. DISPUTES:

All disputes and differences of any kind whatsoever arising out or in connection with contract, whether during or after completion of contract will be settled amicably in a spirit of co-operation and the Competent Authority of SBTET, A.P, Mangalagiri decision shall be final on all such matters and shall be binding on the Tenderer/ Service Provider and such disputed if any shall fall under Vijayawada jurisdiction only.

21. DISCLAIMER:

- 21.1 Even though adequate care has been taken in the preparation of this Tender Schedule the Bidder should satisfy himself that the Schedule is complete in all respects.
- 21.2. Neither the SBTET, A.P, Mangalagiri nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this Tender Schedule and it is not possible for the SBTET, A.P, Mangalagiri to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tenders Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender Schedule and obtain independence advice from appropriate sources.
- 21.3 The Secretary, SBTET, A.P, Mangalagiri reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.
- 21.4 The Secretary, SBTET, A.P, Mangalagiri reserves the right to change any or all of the provisions of this Request for Proposal. Such changes would be intimated to all parties procuring this Request for Proposal.

22. REJECTION OF TENDERS:

- i. The Secretary, SBTET,A.P, Mangalagiri reserves the right to cancel the tender process and reject all tenders at any time prior to the award of contract without thereby incurring any liability to the affected bidder or any obligations to inform the affected bidder of the grounds of acceptance or rejection.
- ii. No bidder is entitled to withdraw his offer after submission. In case such withdrawal; EMD deposited along with the tender schedule will stand forfeited.
- iii. For breach of any of the conditions prescribed in the tender as specified by the organization from time to time, the security Deposit is liable to be forfeited. Decision of The Secretary, SBTET,A.P, Mangalagiri in this regard is final and binding on the contractor.

23. APPLICABLE LAW:

The successful Agency shall comply with Governments Laws & Acts, Regulations and directives in force.

24. CANVASSING:

Bidders are hereby informed that canvassing in any form for influencing the process of Notification of Award would result in disqualification of the Bidder.

Annexure-I
BIDDER INFORMATION

1	Name of the organization	
2	Year of establishment	
3	Complete postal address	
4	Name & Designation of Authorized person	
5	Phone No.'s	
6	Fax No.	
7	Email	
8	Nature of the firm (Proprietary/ partnership/ etc..)	
9	Bank Details of the Agency:	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
10	PAN No.	
11	GST No.	
12	ICAI Registration No.	
13	C & AG Registration/Empanelled No.	
14	GST Registration No.	
15	Registration with Labor Dept.	
16	Registration No. under AP State Shops & Establishment Act	
17	Tender Processing Fee (Non-Refundable)	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch:
18	EMD	Amount Rs.: DD No. : DD Date: Issuing Bank & Branch:
19	Details of certificates enclosed.	
20	Total number of branches in AP	

Annexure-II

Partners & Practice

Sl. No.	Name of the CA Firm	No. of partners	Year in which the firm constituted	No. of years of practice
1	2	3	4	5

Note: Copy of Firm registration certification issued by ICAI and copy of partnership deed of the firm to be submitted.

Signature Name of
the CA firm Seal of
the CA firm

Annexure-III

Availability of

FCA/ACA & CISA/DISA partners Name of the CA

firm:

Sl. No.	Name of the partner	Membership Number	Whether ACA or FCA	Whether CISA or DISA qualified
1	2	3	4	5

*Qualification certificates to be enclosed

Signature Name
of the CA firm Seal
of the CA firm

Annexure –IV

**Availability of Professional (Fully qualified Chartered Accountants) Man Power
(employees other than partners)**

Name of the CA Firms:_____.

Sl. No .	Name of the person engaged by CA firm	Designation	Qualification	ICAI Membership No.	Whether ACA or FCA	Place of working
1	2	3	4	5	6	7

*Qualification certificates to be enclosed.

Signature Name
of the CA firm Seal
of the CA firm

Annexure-V

Empanelment with C & AG

Whether Empaneled with C & AG	Yes/No
If 'Yes' submit documentary Evidence	Submitted / Not submitted
Empanelment No.	

Signature Name
of the CA firm Seal
of the CA firm

Annexure-VI

Experience in Income Tax representation / Section 10(23C) / 12A / 80G / 10(46) or similar exemptions for Boards, PSUs, Universities, or Government Institutions.

Sl. No.	Name of the Assignment	No. & date of Work Order	Name of the Client	Professional Fees	Copy of Work Order / Client Certificate Submitted
A	B	C	D	E	F
1					
2					
3					
4					

Signature
Name of the CA firm
Seal of the CA firm

Authorized Signatory [In full initials and Seal]

Note: Please attach copies of the work order/contract issued by competent authority from the client in support of documentary proof.

Signature Name
of the CA firm Seal
of the CA firm

Annexure-VII

**Turnover of the Firm: Name
of the CA firm:**

Sl.No	Financial year	Turnover of the CA firm (Rs.)	Type of Document proof submitted
1	2	3	4
1	2022-23		
2	2023-24		
3	2024-25		
4	Average annual Turnover of (3) years		

Note: Copies of Income Tax returns/Profit and loss accounts of the respective years to be submitted.

Signature Name
of the CA firm
Seal of the CA
firm

ANNEXURE VIII
DECLARATION THAT CA FIRM IS NOT BLACKLISTED BY
CENTRAL/ STATE GOVT./GOVT. AGENCIES/ICAI.

(To be submitted in the form of an affidavit)

Place: _____

Date: _____

To
The Secretary,
State Board of Technical Education &
Training, Plat No: 401,
K.K.Garudadri towers,
Lakshmi Narasimha colony,
Mangalagiri – 522 503,
Guntur District, A.P,

Ref: RFP No. _____ Dated _____

Subject: Self Declaration of not been blacklisted in response to the RFP for Preparation and Filing necessary application before the Central Board of Direct Taxes (CBDT) for obtaining exemption under Section 10(46) of the Income-tax Act, 1961 for State Board of Technical Education & Training, Andhra Pradesh.

Dear Sir,

We confirm that our CA firm (Name of the firm) _____ is not blacklisted in any manner whatsoever by any of the Central Government/State Government/PSUs/Government agencies and ICAI in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Seal of the CA firm:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Annexure-IX (Check List)

S.No	Description	Details
1	Name and complete Address (with Pin number) and phone Number of the CA firm	Submitted/ Not submitted
2	Date of establishment of the firm	Submitted/ Not submitted
3	Firm Registration Certificate issued by ICAI	Submitted/ Not submitted
4	Firm Registration no. with ICAI	Submitted/ Not submitted
5	C & AG Empaneled Number	Submitted/ Not submitted
6	GST No. of the firm	Submitted/ Not submitted
7	PAN of the firm	Submitted/ Not submitted
8	Name of the authorized Contact person and contact details like landline No, Mobile No, Email ID, etc.	Submitted/ Not submitted
9	No. of partners and practice of Chartered Accountants in the CA firm (Annexure –II)	Submitted/ Not Submitted
10	Details of FCA/ACA and CISA/DISA partners in Annexure-III	Submitted/ Not Submitted
11	Availability of Professional Manpower (Annexure-IV)	Submitted/ Not Submitted
12	Empanelment with C&AG with empanelment No. (Annexure-V)	Submitted/ Not Submitted
13	Experience in Income Tax representation / Section 10(23C) / 12A / 80G / 10(46) or similar exemptions for Boards, PSUs, Universities, or Government Institutions. (Annexure – VI)	Submitted/ Not submitted
14	Year wise turnover of the firm for the last three financial years 2022-23, 2023-24 & 2024-25 (Annexure – VII).	Submitted/ Not Submitted
15	Declaration of not blacklisted of the firm (Annexure – VIII)	Submitted/ Not Submitted
16	Any other relevant information	Submitted/ Not submitted

Signature Name of
the CA firm Seal of
the CA firm

Annexure -X
BIDDER LETTER FORM

From:

(Registered name and address of the bidder)

To
The Secretary
SBTET,A.P,
Mangalagiri
Andhra Pradesh

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer for Preparation and Filing necessary application before the Central Board of Direct Taxes (CBDT) for obtaining exemption under Section 10(46) of the Income-tax Act, 1961 for State Board of Technical Education & Training, Andhra Pradesh in conformity with the terms and conditions of the bidding document and amendments thereon in response to your tender call dated.....

We undertake to provide above services, as assigned to us in conformity with the said bidding documents.

If our bid is accepted, we undertake to:

- a) Provide services /execute the work according to the time schedule specified in the bid document,
- b) Agree to abide by the bid conditions, which remain binding upon us during the entire bid validity period and bid, may be accepted any time before the expiration of that period.
- c) We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid, and that you will not defray any expenses incurred by us in bidding.

Place:
Date:

Bidder's Signature
Seal

ANNEXURE-XI
DECLARATION
(On Company Letterhead)

From:

(Registered name and address of the bidder)

To
The Secretary
SBTET,A.P,
Mangalagiri
Andhra Pradesh

Dear Sir,

Sub: Tender for Preparation and Filing necessary application before the Central Board of Direct Taxes (CBDT) for obtaining exemption under Section 10(46) of the Income-tax Act, 1961 for State Board of Technical Education & Training, Andhra Pradesh - Reg.

With respect to the tender notice published in the e-procurement platform for the above- mentioned work, I/We here by submit my/ our tender in a required format.

I/We have adhered to the requirements prescribed by SBTET,A.P, Mangalagiri. I/We have carefully gone through the guidelines/ terms and conditions and prescribed format and I/We accept the same without any alternations/ modifications.

I/ We here by solemnly declare that any of our partners jointly or separately and / or individually or our firm / company/ associate company have not been black listed by the central govt. or any state govt. or it's under taking Institutions.

I / We here by further declare that, if the above declarations is found untrue the SBTET,A.P, Mangalagiri shall be entitled to take any legal action against us separately and or individually or our firm company in this regard in any manner that may deem fit by SBTET,A.P, Mangalagiri.

I / We here by further declare that I/we shall abide the rules and regulations in terms housekeeping service at SBTET,A.P, Mangalagiri.

YOURS SINCERELY

SIGNATURE & STAMP OF THE TENDERER

AGREEMENT PROFORMA

(To be executed on ₹100/- Non-Judicial Stamp Paper or of applicable value)

THIS AGREEMENT made and entered into on this the _____ day of _____, Two Thousand and Twenty-Five (2025) at Mangalagiri, Guntur District, Andhra Pradesh,

BETWEEN

The Secretary, State Board of Technical Education and Training, Andhra Pradesh, having its office at Garudadri K.K. Towers, Near Sri Lakshmi Narasimha Colony, Mangalagiri, Guntur District, Andhra Pradesh, India (hereinafter referred to as the "PURCHASER" or "SBTET, AP", which expression shall, unless repugnant to the context or meaning thereof, include its successors and assigns) of the First Party,

AND

M/s. _____, a legally registered entity having its registered office at _____ (hereinafter referred to as the "CONTRACTOR" or "SERVICE PROVIDER", which expression shall, unless repugnant to the context or meaning thereof, include its successors, legal representatives, and permitted assigns) of the Second Party,

WHEREAS:

1. The SBTET, Andhra Pradesh had invited Tenders for Preparation and Filing necessary application before the Central Board of Direct Taxes (CBDT) for obtaining exemption under Section 10(46) of the Income-tax Act, 1961 for State Board of Technical Education & Training, Andhra Pradesh.
2. The Contractor, after having examined the tender documents and satisfied itself with the scope of work and conditions, submitted its bid for providing such services.
3. The SBTET, AP, after evaluating the bids, accepted the proposal submitted by the Contractor and issued the Letter of Acceptance / Work Order No. _____ dated _____, for providing the said services for a total contract value of ₹ _____/- (Rupees _____ only) (hereinafter referred to as the "Contract Price").
4. Both Parties are now desirous of entering into this formal Agreement to record the terms, conditions, rights, and obligations governing their relationship.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. Definitions

In this Agreement, words and expressions shall have the meanings respectively assigned to them in the Tender Document, General Conditions of Contract (GCC), Special Conditions of Contract (SCC), and Work Order, unless otherwise specified herein.

2. Contract Documents

The following documents shall be deemed to form, and be read and construed as, part of this Agreement:

- a) Tender Document and Terms & Conditions

- b) Scope of Work and Schedule of Requirements
- c) General Conditions of Contract (GCC)
- d) Special Conditions of Contract (SCC)
- e) Financial / Price Bid submitted by the Contractor
- f) Letter of Acceptance / Work Order issued by SBTET, AP
- g) Any other document forming part of the tender or correspondence between both parties

3. Scope of Work

Preparation and Filing necessary application before the Central Board of Direct Taxes (CBDT) for obtaining exemption under Section 10(46) of the Income-tax Act, 1961 for State Board of Technical Education & Training, Andhra Pradesh (Required to be notified by the Central Government in the official Gazette)”

4. Contract Value and Payment Terms

In consideration of the services rendered by the Contractor, the Purchaser/SBTET AP shall pay the Contractor the Contract Price or such other sum as may become payable under the provisions of this Agreement, in accordance with the terms, conditions, and payment schedule prescribed in the Tender Document.

5. Period of Contract

The contract shall be limited to the work mentioned in the tender document for Preparation and Filing necessary application before the Central Board of Direct Taxes (CBDT) for obtaining exemption under Section 10(46) of the Income-tax Act, 1961 for State Board of Technical Education & Training, Andhra Pradesh (Required to be notified by the Central Government in the official Gazette), commencing from the date of issue of the Work Order with in the specified time period of 6 months, unless terminated earlier in accordance with the provisions of this Agreement.

6. Responsibility and Liability of the Contractor:

The Contractor shall ensure that all personnel (men and women) engaged for providing security services are adequately trained, disciplined, and medically fit.

SBTET, AP shall not be liable for any accident, injury, loss, or mishap—whether direct or indirect—occurring to any personnel engaged by the Contractor during the course of their duties.

The Contractor shall indemnify and keep SBTET, AP indemnified against all such claims, losses, or damages arising from any act of commission, omission, or negligence of the Contractor or its personnel.

7. Assignment and Subletting

The Contractor shall not assign, transfer, or sublet the contract, in whole or in part, to any third party without the prior written consent of SBTET, AP. Any unauthorized assignment or subletting shall render the contract liable for termination.

8. Commencement Schedule

The Contractor shall commence services within 15 (fifteen) days from the date of issue of the Work Order and maintain continuous service as per the approved deployment schedule annexed to this Agreement.

9. Penalty and Blacklisting

Failure to provide services as per the contract terms shall attract penalties as prescribed in the Tender Document, and repeated non-compliance may lead to termination of contract and blacklisting of the Contractor by SBTET, AP.

10. Jurisdiction

All disputes arising out of or in connection with this Agreement shall be subject to the jurisdiction of the courts at Vijayawada, Andhra Pradesh.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement in the presence of the witnesses below on the day, month, and year first above written.

For and on behalf of the Purchaser

The Secretary,

State Board of Technical Education & Training, Andhra Pradesh

(Signature with Seal)

In the presence of:

1. _____

2. _____

For and on behalf of the Contractor / Service Provider

M/s. _____

(Signature with Seal)

In the presence of:

1. _____

2. _____