

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	08-04-2026 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	08-04-2026 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	60 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Railways
विभाग का नाम/Department Name	Indian Railways
संगठन का नाम/Organisation Name	Northern Railway
कार्यालय का नाम/Office Name	Northern Railway
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Onsite; Chartered Accountant
अनुबंध अवधि /Contract Period	1 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य / Estimated Bid Value	46358
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

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

लाभार्थी /Beneficiary :

WAO/GZB
Signal Workshop, Northern Railway, Ghaziabad
(Afa/gzb)

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

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. 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.
2. 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.
3. 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.
4. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:[1774417157.pdf](#)

Manpower Hiring For Financial Services - Onsite; Chartered Accountant (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Chartered Accountant or income tax consultant
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	5 - 7 Years
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Dhiraj Singh	201009,Office of AMM, Signal Stores Depot , Northern Railway, Signal Workshop, South Side, GT Road, Near Kot Gaon Fatak, Ghaziabad, UP - 201009	1	<ul style="list-style-type: none">Number of Months : 12

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

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. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

3. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the

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

4. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

IN CASE OF ANY CONFLICT BETWEEN TERMS AND CONDITIONS MENTIONED IN SCOPE OF WORK AND ANY OTHER TERMS AND CONDITIONS, TERMS AND CONDITIONS MENTIONED IN SCOPE OF WORK WILL PREVAIL

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

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

Work.

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

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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.

---धन्यवाद/Thank You---

Scope of Work

E-Tender through GEM portal for Hiring Services of Chartered Accountant/Cost Accountants Firm


Annual Contract for a total period of 01 year FY 2026-27 from reputed Chartered Accountant/Cost accountant Firms who are holding Valid Registration/License for providing Tax Advisory Services.

Tender for Hiring Services of Chartered Accountant/Cost Accountant Firms.

S.No.	Description	Rate
01	Professional Fee for TDS 26Q Original	
02	Professional Fee for TDS 24Q Original	
03	Professional Fee for TDS 24G Original	
04	Entry Charges for 24G,24Q & 26Q Original	
06	Upload Fee being charged by NSDL will be charged on actual basis	
07	GST or other charges /levies as applicable will be charged in Addition to above Professional Fee	

A) RELATED TO INCOME TAX-TDS

1. To ensure compliance of timely E-filing of all the returns pertaining to Income Tax-TDS, including E-filing of quarterly TDS returns pertaining to income tax deducted from salaries and TDS deducted from contractors. (24G, 24Q and 26Q)
2. Feeding of data of I-Tax deduction of employees/contractors.
3. Data for filing aforesaid return will be provided by The Department through soft copy/hard copy as required.
4. To ensure timely generation of Form-16, 16-A or any other document mandatory required under aforesaid activities.
5. Timely filing of correction/rectification/revision in monthly/quarterly returns in case of any incorrect entry or invalid/wrong PAN or any other kind of error in any return of Income Tax matter.
6. Appearing before the Income Tax Authorities on case to case and providing assistance to file reply of Notice of Income Tax matters as and when required.
7. Firm will suggest regarding the maintenance of books/ledgers required for Income Tax matters.


Asst. Finance Advisor
N. Rly Signal Workshop
Ghaziabad (U.P.)

8. Total Period of the Contract will be for a period of 01 year i.e. for FY 2026-27.

9. In this office, there are approximately tentative 300 number of regular staff for which quarterly returns is to be filed and Form 16 are to be generated after the end of the FY. Approximately 10 numbers of contractors for which quarterly returns are to be filed And 16A in this regard generated & printed on quarterly basis.

10. Any other work related to Income Tax which is not explicitly mentioned in the scope of work or may be introduced by the Government due to changes in the Taxation laws etc. will form the part of the scope of work.

11. During the contract period, no increase whatsoever will be given other than quoted rates.

12. Any other work related to Income Tax as assigned by this office whether or not it pertains to the period of engagement of the firm/consultant.

13. Visit of the consultant/authorised staff once or more in a month (whenever required) to guide on Income Tax related matters. No TA/DA or any other allowances etc. will be paid for this.

B) TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION: -

a) The firm should have at least 05 Years (Five Years) experience of providing similar taxation service to Govt. Departments/Autonomous Bodies/Private Institutions/Bodies etc. (Please attach Proof).

b) Turnover of firm providing such services should not be less than 1.1 Lakh per annum for the last three years i.e. for F. Y. 2023-24, 2024-25, 2025-26. (Please attach Proof).

c) The contract will be for a period of one year.

d) Payment will be released on quarterly basis.

e) TDS will be deducted as per rule from the bill.

f) An undertaking that the Agency/company/firm is not blacklisted by any Govt. Department.

g) The competent Authority may terminate the contract of the selected firm on account of unsatisfactory service by giving a notice of one month.

2. Copy of CA Registration Number/Trade Certificate for carrying out aforesaid activities.


3. RTGS/NEFT Details of the firm.

4. Copies of documents in support of experience, turnover and active fully functional branch.

5. Valid Address proof in the name of the firm.

6. Only a single lumpsum amount per month which shall remain valid for three financial years for all works as per scope of work. Firm quoting lowest overall will be treated as 'L 1- firm.

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Asst. Finance Advisor
(R.U.)


Asst. Finance Advisor
N. Rly Signal Workshop
Ghaziabad (U.P.)

NOTE:


- a) Rates must be inclusive of all types of charges and applicable statutory taxes and levies other than GST. GST shall be refunded on production of proof of submission. If the quoted rates of two/more firms are same, then L1 firm will be decided on the basis of below mentioned criteria and order:
- b) Higher relevant experience (if both quoted rates are same)
- c) Higher turnover (if, quoted rate as well as experience are same).
- d) The firm should not devise their own format or lay down any other conditions except lump sum amount. Conditional quotes are liable to be rejected.
- e) Applicable Taxes, if any, shall be paid extra, on reimbursement basis on production of receipts.
- f) The authorized officer of the firm should sign and stamp the pages of this letter and submit the complete tender/quotation may be submitted online.

RELATED TO INCOME TAX

1. In this office are approximately 300 number of regular staff form -16 Part-A & Part-B are to be generated after the end of the FY and TDS and TDS certificate provided by soft/hard copy and 10 contractors for which quarterly return and form 16A require to generate.
2. E-filing of quarterly TDS 24Q/26Q and monthly returns 24G pertaining to income tax.
3. Feeding of data of Income tax deductions of employees/contractors.
4. Filing of correction/rectification/revision in monthly/quarterly returns in case of any incorrect entry or invalid/wrong PANs number or any other kind of error in any.
5. Assistance to file reply of notice on income tax-TDS matters, contemporary or retrospective that may arise during the period of contract.

ADDITIONAL TERMS & CONDITIONS INVITATION TO APPLICATIONS

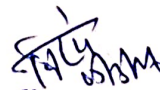
1. This office requires the services of reputed, well established and financially sound Companies/Firms/ Agency to provide Full Service and Maintenance Contracts for hiring of services of Chartered Accountant / Cost Accountant firm in the Workshop Accounts Office, Northern Railway Signal Workshop, Ghaziabad.


**Asst. Finance Advisor
N. Rly Signal Workshop
Ghaziabad (U.P.)**

2. The firm will quote the rates inclusive of all taxes. No any type of delivery/transportation etc. charges will be admissible.
3. The rates quoted shall be valid for next one year and this office has reserved the right to reduce/increase the quantity or prefer additional orders as required.
4. This office requires the services of reputed Agency to provide contract for one year. The period of the contract may be further extended or may be curtailed, terminated.

INSTRUCTIONS TO BIDDERS

1. The following documents for technical bid are required from bidder:
 - (i) Copy of last three years' of the annual turnover which is 300% (as per requirements by GeM Portal) of estimated value of contract.
 - (ii) The Service Provider should have registration with GST.
 - (iii) The vendor should not have been blacklisted by the Department/ Ministries of Central/ State Govt., autonomous body under state/ Central Govt., State/ Central PSUs (valid proof of document/declaration to be attached).
 - (iv) Copy of PAN in respect of the firm/individual as the case may be.
 - (v) Copy of registration certificate of agency/firm/company for said purpose if any.
 - (vi) The bidder should not be under liquidation, court receivership or similar proceeding, should not be bankrupt, bidder to upload under taking to this effect with bid. (Certificate to be submitted)
 - (vii) Acceptance on letter head by authorized bidder regarding technical specification mentioned in bid or Duly signed all pages of "SCOPE OF WORK & ADDITIONAL TERM & CONDITIONS FOR TENDERERS" of the Bid document as mark of acceptance.
2. The bidders are advised to attach relevant documents in support of their eligibility. If any of the prescribed conditions are not fulfilled or are incomplete in any form, the bid shall be rejected.
3. Successful bidder will have to ensure that adequate dedicated technical service personnel/engineers are deployed for attending to the Service request in a time bound manner and for ensuring timely servicing/rectification of defects.
4. The selected Companies/Agencies shall also provide functional Mobile and Land Line numbers or its personnel for urgent work regarding above mentioned work.
5. While submitting the Bid, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the bid shall be rejected.
6. If any bidder stipulates any condition of his own, such conditional Bid shall be liable to be rejected.


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7. Agencies/Contractor should follow all the statutory obligations under various laws from time to time and no additional payment will be made in this regard.
8. Bidder's offer is liable to be rejected if they don't upload any of the certificates/documents sought in the Bid document, ATC and Corrigendum if any.
9. TDS will be deducted as per Govt. of India norms.
10. No extra payment/compensation whatsoever on account of natural calamity/accident or otherwise will be made to the firm except the offered rates permitted under the contract.
- i i. No cash payment will be paid in any case & Payment would be made strictly on availability of funds.
12. The Agreement shall be come to an end either on completion of the Contract Period or shall be terminated for Breach of contractual obligations.
13. Penalties: As per mentioned in GeM portal/ decided by Competent Authority.
14. Any liability arising out of any litigation due to any act of contractor staff shall be directly borne by the contractor.
15. During the contract period, the scope of work for which job has awarded is increased/reduced, then the payment price shall be increased/reduced on pro-rata basis by the department & this decision shall be binding.
16. In Case the contractor fails to cope with the workload or doesn't render satisfactory services or dishonors the contract in any way, the contract awarded shall be liable for cancellation/termination summarily, without assigning any reasons thereof.
17. No request for increase in the rates will be entertained during the period of supply of items. No advance payment will be made. Also, no interest will be paid on delayed payment.
18. In case of any differences the firms can be called for negotiation. This office will be the Sole Arbitrator on all matters and his decision will be binding on the bidder.
19. In case of breach of any clause of contract the firm can also be blacklisted.
20. Force Majeure: In the event of any unforeseen circumstances directly interfering with the service arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the successful bidder shall, within 7 working days, from the commencement thereof, notify the same in writing to this office with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days "notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other.
21. Relaxation: The Head of the Department reserves the right to relax any of the conditions in exceptional cases, in the best interests of this Office reserves the right to withdraw the tender in whole or in part at any stage without assigning any reason.

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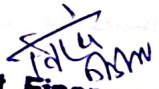
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22. Bids will be completely analyzed and evaluated at each stage.
23. Except mentioned conditions rest all conditions applicable as per GeM portal & GCC Services 2018. In case of any friction GCC Services shall prevail.
24. Code of Integrity- No official of a procuring entity or a bidder shall act in contravention of the codes which includes :-
- (i) Prohibition of-
- (a) Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
- (b) Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided;
- (c) Any collusion, bid rigging or anti-competitive behavior that may impair the transparency, fairness and the progress of the procurement process;
- (d) Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain;
- (e) Any financial or business transaction between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect decision of the procuring entity directly or indirectly.
- (f) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process;
- (g) Obstruction of any investigation or auditing of a procurement process;
- (h) Making false declaration or providing false information for participation in a tender process or to secure a contract;
- (ii) Disclosure of conflict of interest;
- (iii) Disclosure by the bidder of any previous transgressions made in respect of the provision of sub-clause (i) with any entity in any country during the last three years or of being debarred by any other procuring entity.
25. No increase in the agreed rates shall be entertained during the period of contract.
26. Jurisdiction: Any dispute, arising out of this contract will be settled under the jurisdiction of Delhi only.
27. In case of any clarification regarding the Tender Documents may ask through email (Office email id)/ Contact in office within one week after publishing of Tender Documents.
28. The agency will provide adequate standby machines/ systems if the problem is not solved within 48 hours. In case of any delay at the part of service provider to address the issues/complaints/grievances etc. a penalty at 200/- Rs. per day, as applied by Income tax as per section 234E for default, Besides late filing fees under section 234E, a person who fails to file the TDS/TCS return or does not file it by the due dates, may be liable to pay a penalty under section 271H will be applicable on the service provider which shall be deducted from bills of payment, subjected to a maximum delay of 30days.
29. The rates mentioned above will not be enhanced during the period of contract in any case.
30. The payment will be made to the agency on quarterly basis after satisfactory completion of service and availability of fund.

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31. Taxes may be deducted at source as per prevailing rules.
32. Contractor should follow all the statutory obligations under various laws from time to time and no additional payment will be made in this regard.
33. No extra payment/compensation whatsoever on account of natural calamity/accident.
33. Payment would be made strictly on availability of funds.
34. The Agreement shall be come to an end either on completion of the Contract Period or shall be terminated for Breach of contractual obligations.
35. Penalties: As per mentioned in Service Level Agreement And Packages.
36. Any liability arising out of any litigation due to any act of contractor staff shall be directly borne by the contractor.
37. During the contract period, the scope of work for which job has awarded is reduced, then the payment price shall be reduced on pro-rata basis by the department & this decision shall be binding.
38. This Office reserves the right to withdraw/cancel the tender any time without assigning any reason.
39. Any other matter so arisen during the period of contract will be dealt as per the provisions of GCC Services 2018.
40. The Performance Guarantee (PG) of 5% of the contract's amount is to be given to this office within a period of 30 days from the issuance of this LOA/Award of tender. In case of any discrepancy or failure, matter will be dealt with the codes specified in GCC services 2018.
41. The Performance Guarantee is to be given by Contractor in any of the below specified form-
 - A deposit of cash
 - * Irrevocable Bank Guarantee
 - * Government Securities including State Loan Bonds at 5% less than market value.
 - * Deposit receipt, Pay order, Demand Draft and Guarantee Bonds. These shall be made either in State Bank of India or any other Nationalized Bank.
 - * Deposit in Post saving Bank.
 - * Deposit in National Saving Certificate.
 - * National Defence Bond.
 - * Ten years Defence Deposit.
42. The performance Guarantee shall be released after the completion of work executed in satisfactory manner, and will be based on: Completion Certificate by the competent authority.
43. No increase in the agreed rates shall be entertained during the period of contract.
44. Rest of the term & conditions is applicable as per service level agreement and package.


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45. The Service Provider shall be required to keep this office updated about the change of address, change of the Management etc. from time to time.
46. All the deductions (if applicable) shall be settled before making the payments. Service Provider shall not have any objection on the same.
47. Payment shall be made once the services are delivered, and the Service Provider submits the invoice for the same.
48. The cost of services quoted by the Service Provider shall cover all aspects of service delivery and include all the components of salary/ wages (minimum wage, insurance, PF, ESI etc.) and taxes, as applicable.
49. The Service Provider, at all times, will ensure that the services being provided under this Contract/Agreement are performed strictly in accordance with all applicable laws, order, bylaws, regulations, notifications, guidelines, rules, standards, recommended practices etc. and no liability in this regard will be attached to this office.


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Annexure-I

**(FORMAT OF BID SECURITY DECLARATION TO BE SUBMITTED ON
LETTER HEAD OF THE FIRM/AGENCY DULY STAMPED & SIGNED)**

To,
AFA, Northern Railway
Signal Workshop, Ghaziabad-201009
BID SECURITY DECLARATION

Bid/ Tender reference No.....of Workshop Accounts Office, Northern Railway Signal
Workshop, Ghaziabad.

I/ We, the undersigned, declare that:

1. I/We understand that, according to existing rules/regulations, bids must be supported by a Bid Security, which is being submitted in the form of this Bid Security Declaration.
2. I/We accept that:

I/We may be blacklisted/disqualified/ debarred from bidding for any contract in any Central Government Ministry/ Department for a period of two (2) years,

If I/ We have committed any of the following actions:

(i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents;

Or

(ii) Fail or refuse to accept the award or enter into contract in accordance with the Bidding Documents after having been notified as successful bidder.

3. I/We understand that this Bid Security Declaration shall cease to be valid on the following circumstances:

- (a) Upon expiration of the bid validity period;
- (b) I am/ we are declared ineligible or disqualified upon receipt of your notice to such effect, and
- (c) I/ We have furnished the performance security after declaration as successful bidder.

**AUTHORIZED REPRESENTATIVE OF THE FIRM
(Signature/ Stamp)**

Annexure-II

Technical Bid Checklist

SL No	Documents Provided Details	If provided then Yes otherwise No.
01	Annual Turn Over (Last 03 Years)/Average Annual Turnover of OEM	
02	GST Registration letter/certificate	
03	Past Experience (Provide Work Order as documentary evidence (Especially Last 03 years documents, not absurd documents))	
04	Blacklisted Certificate	
05	PAN CARD	
06	Registration Certificate for said purpose if any	
07	Liquidation/Court receivership or Similar proceedings/ Bankruptcy certificate	
08	Bid Security Declaration	
09	Bid Document as Mark of acceptance	
10	Others documents	

****Others documents (details) column, which is provided in this format for the purpose of mention additional documents/details regarding tender. Please mention details/types of documents in this column & also mention Yes/No in right Yes/No column.**

**** Please provide all documents details in file form along with marking of page number.**

****All documents uploaded by the service provider should be signed by authorized signatory.**

Yours faithfully,

Signature/Stamp of the Company/ Agency