बिड संख्या/Bid Number: GEM/2026/B/8204092
दिनांक /Dated: 27-10-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	17-11-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	18-11-2026 12:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Education
विभाग का नाम/Department Name	Department Of Higher Education
संगठन का नाम/Organisation Name	National Institute Of Technology (nit)
कार्यालय का नाम/Office Name	Nit Jamshedpur
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :hod1.nit.jamshedpr@gembuyer.in Buyer Email id: supdt.sp@nitjsr.ac.in
वस्तु श्रेणी /Item Category	Custom Bid for Services - Engagement of Chartered Accountant Firm for Accounting & Taxation Services
समान श्रेणी/Similar Category	• Financial Advisory Services • Financial Audit Services • Manpower Hiring for Financial Services
अनुबंध अवधि /Contract Period	3 Year(s) 1 Day(s)
पिछले 3 वित्तीय वर्षों का बिडर का न्यूनतम औसत वार्षिक वित्तीय टर्नओवर/Minimum Average Annual Turnover of the bidder (For the last 3 Financial Years)	50 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes | Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes | Complete

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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 मेनू 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 लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	250000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	3.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	38

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। 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।/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.

(b).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.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Director
National Institute of Technology Jamshedpur
(Goutam Sutradhar)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.

5. 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.
6. 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.
7. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer 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 seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
8. 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.
9. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

GEM Availability Report (GAR):1793079101.pdf

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:1793079107.pdf

Introduction about the project /services being proposed for procurement using custom bid functionality:1793081262.pdf

Pre Qualification Criteria (PQC) etc if any required:1793081278.pdf

Instruction To Bidder:1793081283.pdf

Scope of Work:1793081288.pdf

Payment Terms:1793081297.pdf

Penalties:1793081298.pdf

Educational Qualification including Profile of SME/Consultants /Professional Resources /Technical Resources if they are part of Project .:1793081302.pdf

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
03-11-2026 11:00:00	Office of Store & Purchase section, Administrative Building, NIT Jamshedpur

Custom Bid For Services - Engagement Of Chartered Accountant Firm For Accounting & Taxation Services (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Engagement of Chartered Accountant Firm for Accounting & Taxation Services
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Surajit Kundu	831014,Store & Purchase Division, Second Floor, Admin Building, National Institute of Technology Jamshedpur	Project / Lumpsum Based	N/A

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

1. **Generic**

   OPTION CLAUSE 50% : The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 50 percent with the consent of the service provider

2. **Forms of EMD and PBG**

   Bidders can also submit the EMD with Account Payee Demand Draft in favour of

   DIRECTOR NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
   payable at
   JAMSHEDPUR
   .
   Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

3. **Forms of EMD and PBG**

   Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

   DIRECTOR NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
   . The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

4. **Forms of EMD and PBG**

   Bidders can also submit the EMD with Banker’s Cheque in favour of

   DIRECTOR NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
   payable at
   JAMSHEDPUR
   .
   Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

5. **Forms of EMD and PBG**

   Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

   NIT JAMSHEDPUR
   Account No.
   10678399349
   IFSC Code
   SBIN0001882
   Bank Name
   STATE BANK OF INDIA
   Branch address
   NIT JAMSHEDPUR
   .
   Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

6. **Generic**

   Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

7. **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.

8. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

9. **Service & Support**

   Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

10. **Service & Support**

    Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

11. **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.

12. **Forms of EMD and PBG**

    Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

    DIRECTOR NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
    payable at
    JAMSHEDPUR
    . After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

13. **Forms of EMD and PBG**

    Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

    DIRECTOR NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
    A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

14. **Forms of EMD and PBG**

    Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

    NIT JAMSHEDPUR
    Account No.
    10678399349
    IFSC Code
    SBIN0001882
    Bank Name
    STATE BANK OF INDIA
    Branch address
    NIT JAMSHEDPUR
    . Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in

place of PBG within 15 days of award of contract.

15. **Generic**

    1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
    2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
    3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. 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 General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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---

राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

P.O.: NIT, JAMSHEDPUR, (JHARKHAND)- 831014

(An Institution of National Importance under Ministry of Education, Govt. of India)

Tender Notice No.: GEM/2026/B/8204092

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Engagement of Chartered Accountant Firm for Accounting & Taxation services

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Telephone No.: 0657-2472218; 2472219

web site: www.nitjsr.ac.in Email ID: ar.sp@nitjsr.ac.in

PREPARED BY: STORE & PURCHASE DIVISION, NIT JAMSHEDPUR

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CHAPTER – 1

Details of Staff Requirement

a. Minimum one qualified Chartered Accountant with post qualification experience of 05 years.
b. Seven other supporting staffs who should be any of either CA (Inter) or CMA (Inter) or Graduate in Commerce/Management (05 years post-qualification experience) or Post-Graduate in Commerce/management (02 years post-qualification experience). The said experience should be in Accounting/Taxation work only.

CHAPTER - 2

Terms & Conditions

A. NIT Jamshedpur reserves the right to increase or decrease the strength deployed at any time on actual requirement basis. The service provider should be able to execute the instructions within seven days of notice, in contingency situations.

B. **Contract Period:** The contract is for a period of 3 (three) years which may be further extended upto 50% of original contract period on same terms and conditions, subject to the satisfactory performance of the service provider. However, the institute reserves the right to enter into contract for such extension.

C. **Tender Evaluation:** The committee of NIT Jamshedpur will prepare a list of firms based on compliance of terms and conditions of the tender. The tenders, which do not conform to the conditions stated in the tender, shall be rejected.

D. **One Bid per Bidder:** As per Clause 29 of the GeM General Terms and Conditions (GTC), if a bidder submits more than one bid in a particular tender, all such bids will be disqualified.

E. Acceptance of bids & withdrawals: The right of final acceptance of the tender is entirely vested with the Director, NIT Jamshedpur who reserves the right to accept or reject, any of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of NIT Jamshedpur to communicate with rejected bidders. After acceptance of the tender, the bidder shall have no right to withdraw his tender. The tender acceptance authority may also reject all the tenders for reasons such as change in scope of work, lack of anticipated financial resources, court orders, accident, calamities etc. and other unforeseen circumstances. NIT Jamshedpur reserves the right to cancel the tender at any stage.

F. In **case of tie**, L-1 will be decided by GeM tool through "**Run L1 selection**".

G. **Payment:** Payment will be done on submission of bill on GeM Portal on monthly basis subject to fulfilling the criteria (i) and (ii) given below:

   (ii) The successful bidder has to submit challan and other related documents of successful submission of EPF & ESI amount of the previous month (Previous month of the claimed bill) to the employees as applicable according to the rules of Govt. of India and its amendments from time to time.

   (iii) The successful bidder has to submit NOC along with the raised bill in the prescribed format (Given in Annexure-III) signed by the respective employees that bidder has paid salaries, EPF & ESI amount as applicable as per Govt. of India rules and regulations and its amendments from time to time.

H. Statutory Requirement/obligation: All statutory compliances like Labour laws & The Code on Wages 2019, The Code on Social Security 2020, The Industrial Relations Code 2020 and The Occupational Safety, Health and Working Conditions Code, 2020, Income Tax, Professional Tax, safety norms etc. as applicable for above mentioned engagement are to be strictly followed by the contractor/service provider as per Government norms, failing which suitable action as deemed fit may be initiated against the contractor/ service provider.

I. If any damage is caused to the Institute's assets by any personnel deployed by the Service Provider during the contract period, the Service Provider shall bear all costs required to restore the damaged assets, either through repair or replacement, as appropriate. No additional payment shall be made to the service provider for such repair or replacement. In the event that the Service Provider fails to restore the damaged assets within a reasonable timeframe, the Institute shall undertake the necessary remedial work independently and reserves the right to recover the incurred costs by deducting the same from the Service Provider's billing amount payable.

J. All manpower deployed by the service provider at NIT Jamshedpur, particularly those engaged in emergency and essential services, shall be required to respond promptly to any emergency calls issued by the Institute. The deployed personnel must remain available and attend to such emergencies as and when required by the Institute, without delay.

K. Service provider shall issue identity card to all employees which the employees have to wear during duty period.

L. Service provider shall be responsible for verification of character and antecedents of the employees engaged.

M. Service provider has to replace any employee within 48 hours who is found not fit for the work, decision of institute shall be final.

N. Service provider must delegate one responsible authorized manager/official for this site at his own cost, who will coordinate with the institute and employees.

O. Service provider shall pay wages to the deployed employees before the expiry of the seventh day of the succeeding month. Proof of the Payment along with deposit slips of EPF/ESI etc. and Annexure-III duly signed

by employees must be submitted along with the monthly bill.

P. Non-adherence to the statutory compliance will attract a penalty as per govt. norms.

Q. Institute shall not provide any accommodation for employees of the service provider.

R. The service provider shall provide all basic amenities to its employees towards performance of their duty, maintain hygiene at his own cost.

S. The service provider must provide wages slip to each employee individually in each month.

T. The details of Independent External Monitor are as follows:

Shri Debashis Bandopaydhyay,

B-275, Asian Games Village,

New Delhi - 110049

Email : debashis9999@gmail.com

U. Disputes and Jurisdiction: Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled as per GeM provision.

CHAPTER – 3

Service Provider's statutory/legal liabilities

A. **LABOUR LAWS TO BE COMPLIED WITH BY THE CONTRACTOR/ SERVICE PROVIDER**

The Service Provider shall obtain a valid licence under the OSH Code (as applicable) and amended from time to time, and continue to have a valid licence until the completion of the contract. The Service Provider shall also abide by the provision of the child labour (Prohibition and Regulation) Act 1986 and as amended from time to time. Any failure to fulfil this requirement shall attract the penal provisions of this contract arising out of the resultant non-execution of the work.

The Service Provider shall comply with the provisions of the Code on wages 2019, Code on industrial relation 2020, Code on social security 2020 and Code on occupational health and safety 2020 and as amended from time to time.

No labour below the age of 18 years shall be employed on the work.

B. **LABOUR SAFETY PROVISION**

The Service Provider shall be fully responsible to observe the labour safety provisions.

C. **OBSERVANCE OF LABOUR LAWS**

The Service Provider shall be fully responsible for observance of all labour laws applicable including local laws and other laws applicable in this matter and shall indemnify and keep indemnified NIT Jamshedpur against effect of non-observance of any such laws. The Service Provider shall be liable to make payment to all its employees, workers and make compliance with labour laws. In case of any default to the contractor, NIT Jamshedpur is held liable as "Principal Employer" to pay any amount or contributions etc. under legislation of Govt. or Court decision in respect of the employees of the Service Provider, then the Service Provider would reimburse the amount of such payments, contribution etc. to NIT Jamshedpur and/ or same shall be deducted from the payments, Retention Money etc. of the Service Provider.

D. **LAWS GOVERNING THE CONTRACT**

The contract shall be governed by the Indian Laws for the time being in force and amended from time to time.

E. **LAWS, BYE LAWS RELATING TO THE WORK**

The Service Provider shall strictly abide by the provisions, for the time being in force, of law relating to works or any regulations and bye laws made by any local authority or any water & lighting agencies or any undertakings within the limits of the jurisdiction of which the work is proposed to be executed. The Service Provider shall be bound to give to the authorities concerned such notices and take all approvals as may be provided in the law, regulations or bye laws as aforesaid, and to pay all fees and taxes payable to such authorities in respect thereof.

F. **EMPLOYMENT OF PERSONNEL**

i. The Service Provider shall employ only Indian Nationals as his representatives, servants and workmen after verifying their antecedents and loyalty. He shall ensure that no personnel of doubtful antecedents & integrity and any other nationality in any way are associated with the works.

ii. The service provider shall ensure that the persons employed in the work site, do not engage in trade union activities, picket up, Gherao, raising slogans, putting up festoons, disrupting the work of the NIT Jamshedpur.

G. NIT Jamshedpur shall have full power to get removed immediately any representative, agent, servant and workmen or employees of the Service Provider on account of misconduct, negligence or incompetence or whose continued employment may in the opinion of the institute authority be undesirable without assigning any reason for the removal. The Service Provider shall not be allowed any compensation on this account

whatsoever.

H. **WORKMEN'S COMPENSATION ACT AND RECOVERY OF COMPENSATION PAID TO THE WORKER**

The Contractor/Service Provider shall, at all times, fully indemnify and keep indemnified the National Institute of Technology Jamshedpur (NIT Jamshedpur) against all claims, demands, proceedings, liabilities, damages, compensation, penalties, costs and expenses arising out of or in connection with the employment, engagement or deployment of any workman/worker by the Contractor/Service Provider in the execution of the Contract, including claims arising under the Occupational Safety, Health and Working Conditions Code, 2020 (OSH Code), the Code on Social Security, 2020, the Code on Wages, 2019, and any other applicable labour, social security, occupational safety, health and welfare law, rules, regulations or orders for the time being in force, as amended from time to time.

The Contractor/Service Provider shall be solely responsible for ensuring compliance with all statutory obligations applicable to the workmen/workers engaged or deployed by it, including payment of wages and other statutory dues, provision of prescribed safety and welfare measures, maintenance of statutory records and registers, obtaining and maintaining all licenses, registrations and permissions as may be applicable, and compliance with all applicable provisions relating to occupational safety, health, working conditions and social security.

Where NIT Jamshedpur is required by law, or is otherwise compelled by any competent authority, court, tribunal or statutory authority, to make any payment towards wages, compensation, statutory dues, damages, penalties, costs or expenses on account of any default, omission or failure of the Contractor/Service Provider or in respect of any claim arising from the employment or deployment of the Contractor/Service Provider's workmen/workers, the Contractor/Service Provider shall forthwith reimburse and indemnify NIT Jamshedpur for the entire amount so paid or incurred, together with all incidental costs and expenses.

NIT Jamshedpur shall be entitled, without prejudice to any other right or remedy available to it under the Contract or applicable law, to recover any such amount from the Contractor/Service Provider by deduction from the Security Deposit, Performance Security, retention money, any bill or other amount due or becoming due to the Contractor/Service Provider under this Contract or any other contract with NIT Jamshedpur, or as a debt recoverable from the Contractor/Service Provider.

The Contractor/Service Provider shall, at its own cost, promptly provide all documents, records, information and assistance required by NIT Jamshedpur in connection with any claim, inspection, inquiry, proceeding or notice relating to the employment or deployment of its workmen/workers. Where any claim or proceeding is instituted against NIT Jamshedpur in respect of any matter for which the Contractor/Service Provider is liable under this Contract or applicable law, the Contractor/Service Provider shall, upon being called upon by NIT Jamshedpur, take all necessary steps for defending and settling such claim or proceeding at its own cost and shall keep NIT Jamshedpur fully indemnified against all resulting liabilities, costs and expenses.

I. **SAFETY OF WOMEN WORKER**

The Service Provider shall take all necessary steps to ensure the safety and security of women workers deployed at the Institute. This shall include strict compliance with applicable laws and regulations relating to the prevention of sexual harassment at the workplace. The service provider shall be responsible for creating a safe working environment and addressing any complaints in accordance with statutory provisions.

CHAPTER - 4

Eligibility Criteria

1. The Chartered Accountant firm having adequate experience as per the common accounting format of Ministry of Education, (at least 5 years) in preparation and compilation of accounts as Govt. of India in any Centrally Funded Technical Institutions e.g. IITs, NITs, & IIEST, IISERs etc. shall only be considered. In case, if the main firm (Head office is applying through their partner/local branch office then that partner/branch also should have experience of doing similar kind of work for centrally funded technical institutes/ IITs/ NITs/IISERs/ Central Universities.
2. The firm should be empanelled in CAG.
3. The firm should not have been indicted or convicted by court of law or no adverse orders have been passed against the firm by regulatory authorities. (Self-declaration by the firm).
4. No investigation by regulatory authority should be pending against the firm (Self -declaration by the firm).
5. Should not have been barred from appointment by any Govt. and / or Semi Govt. entities (Self declaration by the firm).
6. The firm should have registration no. issued by ICAI, PAN, GST, EPF & ESIC. Documentary proof of each should be submitted.
7. The minimum average annual turn – over for the last three years 2023-24, 2024-25 & 2025-26 ending should be more than Rs. 50.00 Lacs.

CHAPTER - 5
Guideline for Preparation and Submission of Bid

A. The self-attested copies of the following documents must be submitted in Technical Bid for evaluation.

a. Valid Legal identity including details of the proprietor/all partners/directors with regard to name, address for communication, telephone number, e-mail etc.
b. Aadhaar card of proprietor / all partners / all directors (as applicable).
c. Earnest Money Deposit of Rs. 2,50,000.00/- (Two Lacs Fifty Thousand only). The same can be deposited by the contractors submitting their bids through NEFT/ RTGS/ in favour of National Institute of Technology Jamshedpur, failing which their bids will be rejected.

i. The detail of the account is as below:
ii. Name of the beneficiaries : National Institute of Technology Jamshedpur
iii. Name of the bank : State Bank of India
iv. Name of Branch : NIT Jamshedpur
v. IFSC code : SBIN0001882
vi. Account Number : 10678399349

d. Audited Balance Sheet (must have **UDIN** number) of last three financial years (FY 2023-24, 2024-25 & 2025-26) duly certified by the Chartered Accountant.
e. Average annual turnover of at least Rs. 50,00,000.00 (Rupees Fifty Lacs Only) in providing same/similar services during the last three financial years (FY 2023-24, 2024-25 & 2025-26), duly certified by the Chartered Accountant.
f. Certificate of empanelment in CAG.
g. Registration no. issued by ICAI.
h. The firm should not have been indicated or convicted by court of law or no adverse orders have been passed against the firm by regulatory authorities. (Self – declaration by the firm).
i. The firm should not have been barred from participation in bid by any govt. and or semi govt. entities (Self Declaration)
j. PAN No.
k. GST Registration.
l. Copy of Income Tax Returns (FY 2023-24, 2024-25 & 2025-26)
m. ESI Registration.
n. EPF Registration.
o. No investigation by regulatory authority should be pending against the firm. (Self – declaration by the firm).
p. Experience certificate and work order of the same or similar service as per the common accounting format of Ministry of Education, (at least 5 years) in preparation and compilation of accounts as Govt. of India in any Centrally Funded Technical Institutions e.g. IITs, NITs, & IIEST, IISERs etc. shall only be considered. In case, if the main firm (Head office is applying through their partner/local branch office then that partner/branch also should have experience of doing similar kind of work for centrally funded technical institutes/ IITs/ NITs/IISERs/ Central Universities.
The certificate should be issued by the Competent Authority. The bidder should have executed / completed the similar works meeting any one of the following criteria in preceding five (05) years, prior to the bid opening date:
    a) At least one order of value not less than INR 29 Lacs OR
    b) At least two orders of value not less than INR 21 Lacs each OR
    c) At least three orders of value not less than INR 18 Lacs each
q. Dully filled declaration cum undertaking (Annexure-I).
r. Dully signed copy of Integrity Pact (Annexure -II) on a non-judicial stamp of Rs. 100.

i. All the pages of the Integrity pact are to be signed by the bidder.
ii. Bidders are required to clearly indicate the name and designation of the signatory as well as the name and name and address of the witnesses.
iii. The Bidders should not change the contents of the Integrity Pact.
iv. The bidder shall upload scanned copy of duly signed integrity pact along with technical bid and in case of award of contract, the original copy of the same to be furnished to the buyer.

Note: The documents submitted by the bidder shall be verified and if found to be false, then bid shall be rejected and they shall be debarred from participating institute's tender for two years. At any stage, if it is found that the bidder has submitted unsolicited document or suppressed the facts which are contrary to the tender document, the contract may be terminated by institute and the bidder may be blacklisted for two years.

B. **Earnest Money Deposit (EMD):** The tenderer should submit an EMD amount through RTGS/NEFT, if any. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMD will be refunded without any interest to the unsuccessful bidders after the award of contract.

(i) Without EMD, the technical bid will not be considered and the tender will be rejected summarily.
(ii) The bid security is to remain valid for a period of forty-five days beyond the final bid validity period. If the EMD is not found valid in terms of amount wise, period wise or otherwise, technical bid of the bidder are liable to be rejected.
(iii) Earnest Money is liable to be forfeited and bid is liable to be rejected, if the tendered withdraw or amends / impairs or derogates from the tender in any respect.
(iv) Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. However, in case of two packet or two stage bidding, Bid securities of unsuccessful bidders during first stage i.e. technical evaluation etc will be returned within 30 days of declaration of results of first stage i.e. technical evaluation etc.
(v) EMD of the selected successful bidder will be refunded on after submission the performance security.
(i) No interest will be payable by the NIT Jamshedpur on the Earnest Money Deposit/ performance security.
(ii) Withdrawal is not allowed after submission of tender. EMD of the successful bidders who fail to execute purchase order with prescribed terms & condition shall stand forfeited. No representation in this regard shall be entertained by this Institute.
(iii) EMD exemption is applicable to MICRO AND Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises or are registered with Central Purchase Organisation or the concerned Ministry of Department and Start-ups as recognized by Department of Industrial Policy & Promotion (DIPP). If you are claiming EMD Fee exemptions you have to submit/upload your supporting documents like MSE registration certificate or Start-up registration certificate issued by competent government bodies to become eligible for the above exemption. The MSE registration must be for the items/category of items /services relevant to the tendered items/category of items/services.

C. **Financial Bid:** The lumpsum cost should be quoted for the entire contract period inclusive of GST, statutory and other liabilities (if any). No escalation will be allowed during the contract period.

D. Successful Bidder can submit 3% of Contract value towards the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of Director, National Institute of Technology Jamshedpur payable at Jamshedpur. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract. Successful bidder will

have to execute work within 15 days from the date of award of the contract to the successful bidder, failing which EMD will be forfeited. Further, Successful bidder will have to submit license under Contract Labour (Regulation & Abolition) 1970 to the effect of contract within one month of issuance of the contract order.

E. Institute reserves the right to terminate/foreclose the contract without assigning any reason by giving a notice of one month after paying the dues of the contract but no compensation/ loss / profit or otherwise shall be paid to the contractor.

CHAPTER – 6

Scope of Work & Job Description

a. Engagement of Chartered Accountant Firm for Accounting and Taxation works is for three years, subject to assessment of annual performance by the institute authority.
b. Maintenance of books of accounts of the institute in the accounting Tally ERP-9 or its latest version or as applicable) according to Accounting Manual issued by Ministry of Education, GoI and guidelines issued from time to time.
c. Processing of all payments and receipts like LTC, TA, medical and other staff benefit bills including monthly salary, pension and other student related transactions.
d. Processing of bills under Plan & Non-Plan head and other expenditure bills, their advances and adjustment thereof.
e. Review and adjustment of all advances, statutory compliances related to Income Tax, GST, Professional Tax and others as applicable to NIT Jamshedpur.
f. Cheque printing and issue.
g. Issue of money receipts/fee receipts.
h. Preparation of Bank Reconciliation statements for all bank accounts on monthly basis.
i. Preparation and maintenance of Fixed Assets Register.
j. Scrutiny and review of accounting records on day to day to basis and report accordingly.
k. Closing of accounts on accrual basis and ensuring that all provisional entries have been done.
l. Preparation of Annual Accounts in the formats prescribed by MoE, Govt. of India within two months from the completion of each financial year.
m. Participate in preparing budgets and fund utilization reports.
n. Production of records to the visiting CAG team during the process of audit and preparation of reply to Audit Para.
o. Any other works related to Finance & Accounts Division which is required for preparation of annual accounts as per time and accuracy norms.
p. Complete functional transparency will be maintained with the institute authorities and institute authorized officials should have full access to it and they should be allowed to take monthly back up of the database in the institute's server, if required. Institute has the sole right on the database. Authorized officials of the institute should be given adequate operational training from time to time.
q. These needs to be ensured that Institute data should not be share with any other persons or authorities without permission.

CHAPTER - 7

Penalty Provision

S. No.	Description	Deductions/Actions		
		1st Instance	2nd Instance	3rd Instance
1	**Non-deployment of total manpower mentioned in the contract.**	Up to 15 Days, penalty at the rate of one day proportionate value of the monthly bill per non deployment day. (Note: Partial deployment will be considered as Non-deployment).	Up to 15 Days, penalty at the rate of double of one day proportionate value of the monthly bill per non deployment day. (Note: Partial deployment will be considered as Non-deployment).	If the service provider failed to deploy all the manpower even after 30 days, the institute reserves the right to terminate the contract along with forfeiture of 100% Performance Security Deposit.
2	**If employee is found disclosing any confidential information/ document to the Service Provider/ any third parties.**	Cancellation of the contract with cancellation charges @ 10% of the order value along with recovery of losses caused (if any) and legal action against the Service Provider depending on the gravity of the act.	-	-
3	**If the employee is found responsible for any theft, loss of material/ articles and damages.**	Payment in actuals, equivalent to the value of the article theft/ lost/ damaged within the period prescribed by the Buyer. Replacement of employee within 2 days.	Payment in actuals, equivalent to the value of the article theft/ lost/ damaged within the period prescribed by the buyer. Replacement of employee within 2 days/ cancellation of contract as decided by the buyer depending on the gravity of the act.	Cancellation of the contract with cancellation charges @ 10% of the order value.
4	**If the employee is found responsible for disobedience/ misconduct.**	Warning/ counselling of employee as decided by the Buyer depending on the gravity of the act.	Warning/ counselling/ Immediate replacement of employee within 2 days as decided by the Buyer and Warning to Service Provider depending on the gravity of the act.	Cancellation of the contract with cancellation charges @ 10% of the order value.
5	**If the employee is absent or takes leave for more than 2 days without informing buyer or taking prior approval without substitute being provided by the service provider.**	Substitute within 2 days of intimation from buyer failing which, up to 15 days, a penalty at the rate of one day proportionate value of the monthly bill per non deployment day.	Substitute within 2 days of intimation from buyer failing which, up to 15 days, penalty at the rate of double of one day proportionate value of the monthly bill per non deployment day.	Cancellation of the contract with along with forfeiture of 100% Performance Security Deposit.

S. No.	Description	Deductions/Actions		
		1st Instance	2nd Instance	3rd Instance
6	**If the employee is found responsible for adopting illegal and foul methods or exercising any corrupt practice in collusion with any third party or officials at the workplace.**	Immediate replacement within 2 days/ cancellation of the contract with cancellation charges @ 10%, as decided by the buyer depending on the gravity of the act.	Cancellation of the contract with cancellation charges @ 10% of the order value.	-
7	**Delay in payments of take-home remuneration by the Service Provider and deposit of EPF and ESI (both employee and employer share).**	Rs. 100 per day per resource, warning to Service Provider to deposit the said amount within 7 working days.	Rs. 200 per day per resource, hold on all type of payments to Service Provider till the said amount is deposited to respective stakeholders and proof of same is submitted to Buyer.	Cancellation of the contract with cancellation charges @ 10% of the order value.
8.	**If deployed manpower found to be engaged in trade union activities, picket up, Gherao, raising slogans, strike, dharana putting up festoons, disrupting the work of the institute**	A penalty of Rs. 25000/- to the contract for the first instance.	A penalty of Rs. 50,000/- to the contract for the second instance.	A penalty of Rs. 1,00,000/- to the contract for the third instance along with termination of contract.

ANNEXURE-I

(To be typed on the letterhead of firm)

DECLARATION CUM UNDERTAKING BY THE BIDDER

I/We, _____, being the authorized representative(s) of M/s _____, hereby solemnly affirm and declare that:

1. I/We am/are the duly authorized representative(s) of the bidder/firm/company and am/are competent to sign and submit this bid and to make this declaration on behalf of the bidder.
2. I/We have carefully read, understood, and examined all the terms and conditions, specifications, instructions, eligibility criteria, and other provisions contained in the bid document, including all corrigenda/addenda issued thereto, if any, and hereby unconditionally accept and agree to abide by the same.
3. My/Our firm/company fulfills all the eligibility criteria prescribed in the tender document and possesses the requisite qualifications, experience, capability, and resources required for participation in the tender.
4. My/Our firm/company has not been blacklisted, debarred, suspended, banned, declared ineligible, or put on hold by any Central Government Department, State Government Department, Public Sector Undertaking (PSU), Autonomous Body, Statutory Body, Educational Institution, or any other Government organization as on the date of submission of this bid.
5. All information, particulars, statements, documents, certificates, credentials, and data furnished by me/us in connection with this tender are true, correct, complete, and authentic to the best of my/our knowledge and belief.
6. I/We have gone through the tender specifications, terms and conditions, and stipulations in detail and agree to comply with all requirements and the intent thereof.
7. I/We hereby authorize and give my/our unconditional consent to National Institute of Technology Jamshedpur to verify, authenticate, and cross-check any information, document, certificate, experience credential, financial statement, or any other detail submitted by me/us from the issuing authorities or any other source deemed appropriate.
8. I/We understand and agree that if, at any stage of the tendering process or during the execution of the contract, any information, statement, declaration, or document furnished by me/us is found to be false, forged, fabricated, misleading, incorrect, or if any material fact/information has been concealed or suppressed, then:
   a) My/Our bid shall be liable to be rejected forthwith; and/or
   b) The contract, if awarded, shall be liable to be terminated summarily without any notice; and/or
   c) The Performance Security/Security Deposit submitted by me/us may be forfeited; and/or
   d) My/Our firm/company may be debarred/blacklisted from participating in the tenders of National Institute of Technology Jamshedpur for a period of two (02) years or such period as may be determined by the competent authority; and/or
   e) Any other action as deemed fit under the applicable rules, regulations, and conditions of the tender may be initiated.
9. I/We further declare that the contents of this declaration are true and correct and that no part of it is false and nothing material has been concealed therefrom.

Signature of Authorized Signatory: _____
Name: _____
Designation: _____
Name of Firm/Company: _____
Seal of Firm/Company

Place: _____
Date: _____

(**To be executed on a non-judicial stamp paper of 100 Rs. and submitted along with technical bid/tender documents.)**

INTEGRITY PACT

This PRE-BID/PRE-CONTRACT INTEGRITY PACT is made and executed at……. On this day of ……2026

BY AND BETWEEN

National Institute of Technology Jamshedpur through Registrar having office located at NIT Campus, P.O. RIT Jamshedpur 831014, Jharkhand, India (hereinafter referred to as **"The Principal"** which terms or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the **First Part;**

AND

M/s …….. a company/firm incorporated under the …….. act, …….. through its representative/authorized signatory (insert name and designation of the officer) vide resolution dated ……. Passed by the board of directors, having its office at……..(hereinafter referred to as "The Bidder/Contractor" which terms or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the **Second Part;**

PREAMBLE

The Principal intends to award, under laid down organizational procedures, contract/s for_____. The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Principal:

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

    a) No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the personal is not legally entitled.

b) The Principal will during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the process or the contract execution.

c) The Principal will exclude from the process all known prejudiced persons.

2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 – Commitments of the Bidder(s)/Contractor(s):

1. The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

   a. The Bidder(s)/contractor(s) will not, directly or through any other persons or firm, offer promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage or during the execution of the contract.

   b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

   c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractors will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or documents provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

   d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. All the payments made to the India agent/representative have to be in Indian Rupees only.

   e. The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

   f. The Bidder(s)/Contractor (s) who have signed the Integrity Pact shall not approach the courts while representing the matter to IEMs and shall wait for their decision on the matter.

2. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 - Disqualification from tender process and exclusion from futurecontract:

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2 above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or to terminate the contract, if already signed, for such reasons.

Section 4 - Compensation for Damages:

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.

2. If the Principal has terminated the contract according to Section3, or if the Principal is entitled to terminate the contract according to Section3, The Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 - Previous Transgression:

1. The Bidder declares that no previous transgressions occurred in the last three years with any other company in any country conforming to the anti corruption approach or with any other public sector enterprise in India that could justify his exclusion from the tender process.

2. If the bidder makes incorrect statement on this subject, he can be disqualified from the tender process and appropriate action can be taken including termination of the contract, if already awarded, for such reason.

Section 6 - Equal treatment of all Bidders / Contractors / Sub –contractor:

1. In case of sub –contracting, the Principal Contractor shall take the responsibility of adoption of Integrity Pact by the Sub – Contractor.

2. The Principal will enter into agreements with the identical conditions as this one with all bidders and Contractors.

3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 - Criminal charges against violation Bidder(s) / Contractor(s) / Sub-contractors(s):

If the Principal obtains knowledge of conduct of a Bidder(s)/ Contractor(s) which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8 - Independent External Monitor/Monitors:

1. The Principal appoints competent and credible Independent External Monitor for this Pact after approval of Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

2. The Monitor is not subject to instructions by the representatives of the parties and performs

his functions neutrally and independently. The Monitor will have access to all contract documents, whenever required. It will be obligatory for him/her to treat the information and documents of bidders /contractors as confidential. He/she reports to the Director, National Institute of Technology Jamshedpur

3. The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors.

4. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s)/ Subcontractor(s) with confidentiality. The Monitor has also signed declarations on "Non – Disclosure of Confidential Information" and of "Absence of Conflict of Interest" In case of any conflict of interest arising at a later date; the IEM shall inform the Director, National Institute of Technology Jamshedpur and recuse himself/herself from the case.

5. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

6. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

7. The Monitor will submit a written report to the Director, National Institute of Technology Jamshedpur within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.

8. If the Monitor has reported to the Director, National Institute of Technology Jamshedpur, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Director, National Institute of Technology Jamshedpur has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

9. The word "Monitor" word include both singular and plural.

Section 9 - Pact Duration:

This pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidder 6 months after the contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by The Director, National Institute of Technology Jamshedpur.

Section 10 - Other Provisions:

- This agreement is subject to Indian Law. Place of performance and jurisdiction is the office of the Director, National Institute of Technology Jamshedpur
- Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- If the contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- Issues like Warranty/Guarantee etc. shall be outside the purview of the IEMs.
- In the event of any contradiction between the Integrity Pact and its Annexure, the clause in the Integrity Pact will prevail.

For & on behalf of

National Institute of Technology Jamshedpur (Principal)

(Office Seal)

(For & on behalf of Bidder/Contractor)

(Office Seal)

Place_____ Date____

Witness 1 :
(Name & Address)

_____
_____
_____
_____

Witness 1 :
(Name & Address)

_____
_____
_____
_____

Witness 2 :
(Name & Address)

_____
_____
_____
_____

Witness 2 :
(Name & Address)

_____
_____
_____
_____

ANNEXURE-III

(To be typed on the paper and signed from each personnel deployed separately)

DECLARATION FROM EMPLOYEES

I, _____, working as a _____ under the firm M/S _____ and deployed at NIT Jamshedpur hereby certify that:-

1. I have received the previous month (Month of _____) salary on time from the firm M/S _____ according to the wages fixed by Govt. of India.
2. The firm M/S _____ has submitted the EPF and ESI (if applicable) amount according to the rules of Govt. of India till previous month and I am able to see this online.
3. The firm M/S _____ has not taken any amount from me in any form for the employment and deployment at NIT Jamshedpur.
4. I have no objection to the firm for salary, EPF & ESI (If Applicable) amount for the month of _____.
5. The firm _____ has duly incorporated all my details like nominee/ dependent etc. in ESIC/EPF and other relevant applications.

Name of the Employee: …….

Name of Tendering Company/ Firm/ Agency: …….

Designation of the Employee: ……

Mobile Number of the Employee: …….

Signature of Authorized Representative of Service Provider (Signature of the Employee)

Name: _____

Seal of the company

Place _____

Date_____

ANNEXURE – IV

Check- List

*

S. No.	Description of Item(s)/Parameters/Information	Details/ Registration No.
1.	Company/Firm Name, Address of Communication, Mobile No. and Email Address.	
2.	Valid Legal identity (Registration no. under Company Act/ Partnership Act/ Society Act/ Shop & Establishment Act or any relevant Act.)	
3.	Copy of Aadhaar as specified	
4.	Earnest Money Deposit as specified	
5.	Copy of Audited Balance Sheet as specified	
6.	Copy of Average Annual Turnover as specified	
7.	Copy of empanelment in CAG	
8.	Copy of registration no. issued by ICAI	
9.	Self- declaration iro non-conviction as specified	
10.	Self – declaration iro non- debarment as specified	
11.	Copy of PAN	
12.	Copy of GST	
13.	Copy of ITR as specified	
14.	Copy of ESIC registration	
15.	Copy of EPF registration	
16.	Copy of Experience certificate as specified	
17.	Dully filled declaration cum undertaking (Annexure – I)	
18.	Dully filled Integrity Pact (Annexure -II)	

Please provide all the requisite information with supporting documents mentioned above otherwise bid will be treated as invalid.

(Signature of authorized person)

Name:_____

Date: _____

Seal of the company

Undertaking for Custom Bid for Services Creation on GeM

(to be filled by the HoD)

File number: NITJSR/DFA/2021/01 Date:

Subject: Undertaking for Creation of Custom Bid for Services required on GeM

1. Services required (Please specify the exact services required):
   Engagement of CA firm for Accounting & Taxation Services
2. Search String Used in the GeM Availability Report & Past Transactions Summary (Please state the exact search string used to find suitable Service categories):

3. GARPTS ID (mention GeM Availability Report ID):

   GEM/GARPTS/17082026/DNJWLAUAZERJ

4. Categories which will be selected for sending notification from GeM:
   Category 1: (Category Name) Financial advisory services
   Category 2: (Category Name) Financial audit services
   Category 3: (Category Name) manpower hiring for financial service.

5. Undertaking:
   I acknowledge that the creation of a custom bid for Services is an exceptional process, warranted only when categories are unavailable on GeM for the required services.

   I, (Your Name), undertake to the following:
   1. Our office/organization has diligently conducted a comprehensive search using the provided search parameters, confirming the absence of relevant categories for services.
   2. To the best of our knowledge, our office/organization has provided an accurate and detailed description of the required services in para 1 above.
   3. We have meticulously selected the most relevant categories for notification in para 1 above.
   4. Our office/organization stands fully prepared to justify the necessity for a custom bid for services to GeM upon request.

Signature 30/09/2026.

(Name of Competent Authority)
(Designation, Organization, Department, State)

Note – This undertaking will be attached to Custom bid published and will be available in public domain.