

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	26-06-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	26-06-2026 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Andaman & Nicobar
विभाग का नाम/Department Name	Shipping & Ports Department, Andaman & Nicobar
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Port Management Board
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	memsecy-proc.pmb@and.nic.in
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Onsite; Chartered Accountant
अनुबंध अवधि /Contract Period	6 Month(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 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 *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 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	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	53300
Payment Timelines	Payments shall be made to the Seller within 45 days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
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 :

Senior Accounts Officer
Port Management Board, Andaman & Nicobar Islands.
(Sr. Accounts Officer)

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	No
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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. 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.
3. 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.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Schedule of Rate - [1780393292.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:[1780393330.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	Certified internal auditor (ICAI)

विवरण/ Specification	मूल्य/ Values
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	0 - 3 Years
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
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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	Feroz Khan	744101,Port Management Board, Phoenix Bay Jetty, Port Blair - 744101	1	<ul style="list-style-type: none"> Number of Months : 6

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

1. Generic

OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 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 25 percent with the consent of the service provider

2. Buyer Added Bid Specific ATC

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

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Bidder has to submit all the documents as per Clause 4 of the General Conditions of the Scope of Work.

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 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---

Terms & Conditions in respect of GeM

A. Specific Conditions

1. Preparation of Proforma Account for the period of 2025-26 for Port Management Board in accordance with the existing norms and format. The Proforma Account should be audited and certified by the Indian Audit & Accounts department, Sri Vijayapuram (As per regulation and requirements).
2. Preparation of Fixed Asset Register, for the Financial Year 2025-26 as per the guidelines/regulation of Government of India in consultation / discussion with designated staff.
3. The Proforma Accounts and Fixed Asset Register for the FY 2025-26, should be completed within 45 days from the date of issue of supply / work order.
4. The bidder must assess the scope of work and quote the rate. All resources required for undertaking the scope will have to be provided by the bidder and should be included in the Price offer. However, all the information / data required for preparation of Proforma Account will be provided by the Port Management Board as and when required. No escalation or additional items will be considered after acceptance of the rates.
5. Any damage to our systems and records while collecting data/information will have to be made good at the cost of the selected bidder. Cost and the incidental expenditure thereupon shall be recovered from the concerned party.
6. The Successful bidder should get the Proforma Account audited & certified by India Audit and Accounts Department, Sri Vijayapuram and will remain present at Sri Vijayapuram during the entire period of audit and attend any observations of audit on Proforma Accounts.
7. The bidder is responsible for and obliged to conduct all contracted activities as defined in the scope of work in accordance with the Contract.
8. The Bidders is obliged to work closely with the authorities of Port Management Board and act within its own authority and abide by directives issued by Port Management Board.
9. The bidder is responsible for managing the activities of its Personnel and will hold himself responsible for any misdemeanour.
10. TA/DA for the officials during collecting data and conduction of Audit shall be borne by the bidder.
11. The pre-receipted bill may be raised in favour of the Chief Port Administrator, Port Management Board Sri Vijayapuram after completion of Audit.

12. **Payment:** Preparation of Proforma Accounts to be submitted within 45 days and 100% of the contractual cost will be payable on completion of Preparation of Proforma Account and completion of audit by the Audit Department.

13. **Deductions:** **(a)** Applicable taxes as per rules in force. **(b)** Liquidated damages as specified in the tender for delay in execution of the work unless otherwise exempted by the Chief Port Administrator, Port Management Board, Sri Vijayapuram for such delay which are of unforeseen nature and /or beyond the control or contractor.

B. General Conditions

1. The bids (Technical & Financial Bid) should be uploaded and submitted in the prescribed e-bid format on or before the Bid Due Date mentioned in the tender notice. Technical bids will be opened and verified on the Bid Due Date at 1600 hrs. in the presence of tenderer(s), if any.
2. The bidders are requested not to tamper the bid form or cells in the spread sheets provided for quoting technical quote and price quote.
3. The spread sheet should be downloaded on the local system, then fill it up, save and upload without changing the file name or structure.
4. The self attested scanned copy of the following certificates / documents is to be uploaded mandatorily along with the e-bid :
 - i) PAN Card.
 - ii) GST Registration Certificate.
 - iii) Declaration by the bidder that the firm has not been Banned / Black listed by any Govt. / Semi-Govt/ Public sector undertakings.
 - v) Declaration by the tenderer that none of his / her / their relative is either employed or working in Port Management Board.
 - vi) Declaration by the bidder than an undertaking that all the pages of e-tender documents have been read, understood and agreed within the Terms & Conditions.
5. The tender/bid without any or all of the above documents shall lead to rejection of bid and will not be considered for evaluation.
6. The Commercial offer shall only contain its commercial offer in the prescribed format placed as **Annexure 'B'** of the Tender Document.
7. Except for writing the amount, the bidder should not make any changes / additions / alterations in the Commercial offer of Tender Documents uploaded on website.
8. The quoted price should remain valid during contractual period from the date of its acceptance.
9. The rates should be quoted in figures and words and free from corrections / overwriting. However, if any discrepancy between the rate(s) quoted in figures and words is/are found, the rate(s) quoted in words shall govern.
10. The currency of the offer shall be "Indian Rupee".
11. The "Commercial offer" shall be opened at any time as may be decided by the Chief Port Administrator, Port Management Board. However, the date and time of the same shall be intimated to the eligible bidders well before opening.
12. Submission of tender implies that the bidder has read the tender and has made them self aware of the scope, nature and specifications of the works to be performed and agree to all terms & conditions of the tender document.
13. Conditional bids shall be summarily rejected.
14. At any time prior to the deadline for submission of bids, the Port Management Board, may, for any reasons, whether at its own initiative or in response to clarification requested by a Bidder, modify the tender document by the issuance of an addendum.
15. The successful bidder shall deposit an amount equal to **5%** of the contract price as **Performance Security** in the form of Term Deposit Receipt/Fixed Deposit Receipt/call Deposit Receipt from any scheduled Commercial Bank having a branch at Sri Vijayapuram,

Andaman and Nicobar Islands in favour of the Sr. Accounts Officer, Port Management Board, Sri Vijayapuram payable at Sri Vijayapuram for a validity period as specified in letter of acceptance (LoA). On submission of the performance security, the EMD shall be released to the firm.

16. Time is essence of the contract and any delay shall be liable for penalty except under those circumstances which arise due to any action or situation which can be termed to be beyond control of the contractor. 5% penalty for one week or part of the week subject to maximum of 10% of the contractual value. Applicability of such situation or action shall be decided by the Port Management Board.
17. The bidders are advised to inspect the office or get familiarize with office conditions, as to the nature of the work (so far as is practicable), the mean of access, the accommodation they may require and in general shall themselves obtain all necessary information as to risk, contingencies and other circumstances which may influence or effect their tender. The bidder deemed to have full knowledge of the office whether they inspect it or not and no relaxation / escalation consequent on any misunderstanding or otherwise shall be allowed.
18. The bidders shall make all arrangements for travelling, lodging & boarding facilities for workers and all other services required for executing the work on their own cost unless otherwise specifically provided in the tender document.
19. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools and plants, facilities for workers and all other service required for executing the work unless otherwise specifically provided in the tender documents.
20. The safety and insurance of both men and material are the sole responsibility of the contractor. Any loss of life/materials/property etc. and also the accident thereof to both men and materials are to be wholly borne by the contractor. The compensation thereto to the men, in the accident occurred at the site of work or while execution of the work etc. shall be wholly borne by the contractor.
21. The bidders should strictly abide by the rules and regulations of Port Management Board and adhere to norms of safety for men and material and take necessary prior approval from the Port Management Board or concerned authority, if required. Any damage to property caused within the premises due to the negligence of the contractor shall have to be compensated at actual.
22. Without prejudice to any of their legal rights, Port Management Board shall have the power to recover the said amount of compensation /damage from money due or, likely to become due to the contractor. The payment or deduction of such damages shall not relieve the contractor from their obligations to complete any other liabilities and obligations under the contract.
23. If, at any time during the period of contract, it is observed that the performance of bidders is not satisfactory, the contract may be terminated in part or in full after serving Notice on the contractor and the decision of Port Management Board on this matter would be final and binding upon the contractor. Port Management Board will be at liberty to get the remaining work under the contract done through other agency at the risk and cost of the original contractor or recover the cost of such execution of work from the contractor, in addition to any other compensation of damage that Port Management Board is entitled to in terms of the other relevant clauses of the contract.
24. Clarification if any, required, for finalization of tender shall be obtained prior to finalization of the tender.

25. The Chief Port Administrator, Port Management Board, Sri Vijayapuram reserves the right to reject any or all tenders with assigning any reason thereof.
26. The prior to commencement of work a contract agreement will execute agreement between both the parties, within the period as may be prescribed by the Port Management Board. No payment will be released without execution of Contract Agreement.
27. **Force Majeure:** If, any time, the work is delayed, hampered due to governmental action, war, blockade, revolution, insurrections, mobilization, civil commotions, riots, sabotages, lockouts, acts of god or the public enemy, plague or other epidemics, freight embargoes, earthquakes, tidal waves and other causes beyond the control of the firm which are not due to negligence or by any other force majeure clause which could have been reasonably foreseen and eliminated by the firm then and in any such case the stipulated time period for completion under the contract shall be postponed by the actual No. of days lost to the firm in completion of the works due to such causes. No separate delays shall be counted in respect of two or more of the above clause occurring concurrently. Delay on account of force majeure shall be understood to be permissible delay and is to be distinguished from non-permissible delays.
28. **Arbitration :** In case of any dispute between the parties arising out of this contract, that shall be settled amicably by the parties. In case of failure, the same shall be referred for Arbitration to a sole Arbitrator appointed by the Hon'ble Lieutenant Governor (Administrator), Andaman and Nicobar Islands. The decision of the arbitrator so appointed shall be final and binding. The Arbitrator appointed under this clause shall pass award within a period of 6 (Six) months from the date of reference made to him. Subject to aforesaid, the provisions of arbitration and Conciliation Act, 1996 shall apply to arbitration proceeding under this clause. The Arbitration proceeding under this clause will be held at Sri Vijayapuram.
29. Any unresolved issue shall be subject to the jurisdiction of the competent court at Sri Vijayapuram.

DECLARATION

(To be filled and upload by the Bidder)

I / we hereby declare that my / our firms has / have not been declared debar for taking part in any tender in Andaman and Nicobar Islands. I / we / are aware that any breach of this condition would result in immediate termination of the contract / cancellation of the existing contract and other penal action as decided by the Competent Authority.

Signature of the Tenderer

Station:-

Dated:-

(Name of the Tenderer / Proprietor / Partner)

ANNEXURE "B"

DECLARATION REGARDING NEAREST RELATIVES WORKING IN PMB

I/We declare.....: -

1. That I or any of my partner am / is neither working in any capacity in anywhere in the PMB, nor am / is removed / dismissed from services of PMB.
2. That none of my near relatives are working in any capacity in PMB nor removed / dismissed from service of PMB.
3. That none of the employees or near relatives of the employees of PMB have any share of interest my/our firm.
4. That in case of change of partners or change in constitution of the firm, I shall abide by the conditions of the contract and shall bring any change to the knowledge of the PMB, immediately.
5. If at any time, it is found that the information given is Incorrect / incomplete, the contract is liable to be terminated without assigning any reason and the security deposit shall be forfeited and legal actions shall be initiated without any prejudice i.e., to the rights of the Chief Port Administrator, Port Management Board, Sri Vijayapuram to debar the firm from entering into future contracts.

Place:

Signature:

Date:

Name:

(Capacity in which signing) _____

NOTE: The term "relatives" means wife/husband/parents and grandparents / children / grandchildren / brothers / sister/ uncles / aunts / cousins and their corresponding-in-laws.

UNDERTAKING

(To be filled and upload by the Bidder)

I / we hereby undertaking that all the pages of tender documents have been read, understood and agreed with the Terms & Conditions.

Signature of the Tenderer

Station :-

Dated :-

(Name of the Tenderer / Proprietor / Partner)

FINANCIAL-BID
(Schedule of Rate)

Name of Work: Preparation of Proforma Accounts and Fixed Asset Register for the FY 2025-26.

S.No.	Description	Year	Rate inclusive of all Taxes, GST and other duties applicable (in figure and words)
1.	Preparation of Proforma Accounts and Fixed Asset Register for Port Management Board for the financial year 2025-26. in accordance with the details specified under Condition No. 1, 2 and 3 of the Specific Conditions of the tender (Scope of Work) including cost of Materials, Manpower, TA/DA, Taxes and other incidentals etc. complete.	2025-26	INR

NOTE:

- a. This is Electronic submission, Signature is not required.
- b. The price offer quoted by the contractor should be inclusive of all components such as GST covered under Section A- Scope of Work.

The bidder must submit documents showing that the firm has completed five similar work of Preparation of Proforma Accounts in Government Institutions.