



भारतीय प्रौद्योगिकी संस्थान इंदौर  
**Indian Institute of Technology Indore**  
सिमरोल, खंडवा रोड इंदौर – 453552  
**Simrol, Khandwa Road, Indore- 453552**

**E-PROCUREMENT MODE**

**Bidding Documents for Financial & Secretarial Service at IIT Indore**

**Document to be submitted online  
For  
(Single Bid as per Schedule of requirement)**

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**In-Charge  
Material Management Section (MMS)  
IIT INDORE**



भारतीय प्रौद्योगिकी संस्थान इंदौर  
सिमरोल, खंडवा रोड इंदौर – 453552

Tel.: 0731-66603551

Email: [mms@iiti.ac.in](mailto:mms@iiti.ac.in)

Indian Institute of Technology Indore  
Simrol, Khandwa Road, Indore- 453552

**TENDER DOCUMENT  
FOR  
E-PROCUREMENT**

**Online Tenders** are invited by IIT Indore (in Single bid System) from Original Service Provider (OEM) their Authorized distributors/ Accredited Indian Agents /sole selling agents for the of following items:

Sl. No.	Description of Stores	NIT No.	EMD (in INR) - Online
1.	Financial & Secretarial Service at IIT Indore	53(PRJ)	<p><b>Nil</b></p> <p>Pursuant to the Order No. F.9/4/2020-PPD dated 12th November 2020 of the Ministry Finance, Procurement Policy Division.</p> <p><b>No EMD/Security Deposit will be applicable upto 31/12/2021.</b></p> <p>NOTE: EMD not applicable, bidders have to submit signed 'Bid Security Declaration' accepting that if they withdraw or modify their bids during period of validity etc. they will be suspended for future requirement of IIT Indore</p>

**SUBMISSION OF BIDS ONLINE IN SINGLE BID** <https://eprocure.gov.in/eprocure/app>

**Note:**

- Tender Documents with detail terms & conditions can be downloaded from our website: [http://www.iiti.ac.in/tender\\_mms.php](http://www.iiti.ac.in/tender_mms.php) & <https://eprocure.gov.in/eprocure/app>
- The pre-bid report will be uploaded on the website & CPPP and the same will be a part of the tender document.
- All the details/document pertaining to the tender such as tender document, pre-bid report, corrigendum and any further updates will be available only on our website and also at Central Public Procurement Portal.
- Bids/Quotations may be submitted directly by the OEM or their Authorized distributors/Dealers/Resell Agents/Channel Partners with proof of authorization.

IIT Indore shall not be responsible for non-receipt bid due to internet issues or any other reasons.

**For any issues related to tender please contact Material Management Section**

**Tel: +91-0731-6603551 Email: [mms@iiti.ac.in](mailto:mms@iiti.ac.in)**

In-charge (MM)

In-Charge  
Material Management Section (MMS)  
IIT INDORE

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**FOR**  
**SERVICES**

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**CHAPTER- 1**  
**Schedule of Tendering:**

Sl. No.	Event	Date and Time/ Remarks
01	Down loading of Tender document online from.CPPP	<b>From August 19, 2021</b> <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> and <a href="http://www.iiti.ac.in/tender_mms.php">http://www.iiti.ac.in/tender_mms.php</a>
02	Submission of Queries for Pre-bid meeting	<b>August 24, 2021, 05:00 PM (IST)</b> (Query Format attached as Chapter-9)
03	<b>Prebid Meeting (online)</b>	<b>August 25, 2021 03:00 PM(IST)</b>  Meeting link <a href="https://meet.google.com/pwk-rsyc-fzd">meet.google.com/pwk-rsyc-fzd</a>
04	Bid Submission Start Date	<b>August 30, 2021, up to 03.00PM(IST)</b>
05	Last date & Time of Submission of Bids Online (Technical and Price Bid)	<b>September 08, 2021 up to 5.00PM(IST)</b> Please refer tender Terms at IITI
06	Opening of Technical Bids Online	<b>September 09, 2021 at 11.00 PM, (IST)</b> Please refer tender Terms at IITI
07	All the communications with respect to the tender shall be addressed to:	In-Charge (MMS) Indian Institute of Technology, Indore 4th Floor, Abhinandan Bhawan (West Wing), Khandwa Road Simrol, Indore- 453552 Tel.: 0731-660 Ext 3551/3580/3592 Email: <a href="mailto:mms@iiti.ac.in">mms@iiti.ac.in</a>
08	Submission of Bid Online	<a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
09	For taking assistance, if any	<b>CPP Portal website: <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a></b> <b>CPP Portal Help Desk Toll Free No.:18002337315, 180030702232</b>

**CHAPTER- 2****INSTRUCTIONS TO THE TENDERERS**

The tender shall be submitted in accordance with these instructions and any tender not confirming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. For Online Bid Submission as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.
2. More information useful for submitting the online bids on the CPP Portal is available/obtained at URL:<http://eprocure.gov.in/eprocure/app>
3. For Registration: Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
4. Foreign Bidders have to refer "DSC details for foreign Bidders" for Digital signature Certificates requirements which comes under Download Tab at [http://eprocure.gov.in/eprocure/app?page=Standard Bidding Documents &service=page](http://eprocure.gov.in/eprocure/app?page=Standard+Bidding+Documents&service=page) and the remaining part is same as above and below.
5. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.
6. IITI reserves the right to reject any tender/bid wholly or partly without assigning any reason.
7. The Technical Committee constituted by the IITI shall have the right to verify the particulars furnished by the bidder independently.
8. Tenderer shall take into account all costs including Transport, Boarding & Lodging, Consultancy Charges etc. for giving Services at site i.e. IITI DRISHTI CPS Foundation, IIT INDORE, before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
9. The services should be provide at IITI DRISHTI CPS Foundation, IIT INDORE, Simrol, Khandwa Road, Simrol, Indore and the service provider shall be responsible for any damage during the services.
10. All the tender documents & price bid to be uploaded as per this tender are to be digitally signed by the bidder.
11. Interested bonafide and reputed Service provider/Indian agents (on behalf of their foreign principals) may submit online bids for each of the above services along with all requisite documents and scanned copy of online EMD submission reference.
12. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents mentioned in the bid document should and must be uploaded On-line <http://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
13. The bidders may submit duly filled and completed bidding document ONLINE as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.
14. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The IITI reserves the right to accept or reject any or all the tenders.
15. The detailed instruction for online submissions of bid(s) through e-procurement module of Central Public Procurement of NIC, the bidder(s) may visit following link: <http://eprocure.gov.in/eprocure/app?page=HelpForContractors&service=page>

**In-charge (MM)**

**CHAPTER – 3****LIST OF DOCUMENT TO BE UPLOADED WITH TECHNICAL BID**

1. The intending Tenderer, in case of **Original service provider shall upload a self-declaration on their letter-head as PDF file in Cover-I of e-tender**, along with the acceptance letter tender documents, confirming that they are regularly providing relevant services to any Central/State Govt Organizations.
2. The intending tenderer, in case of **Authorized service provider/Authorized Dealer/Agent shall possess valid authorized Certificate/license from Original Service Provider**. The tenderer shall enclose the copy of the same as PDF file in Cover-I of the e-tender while submitting the tender.
3. The services shall be in compliance with mentioned in **Chapter-6** of the tender document and shall be of the latest Rules/Procedures in line of high standards.
4. Any optional accessories/ tooling, besides the standard services recommended for the better service providing if offered, be provided with their full technical details including their use and advantage in a separate sheet with the tender documents.
5. Please submit copy of your Income Tax Number, GST and copy of PAN with your offer.
6. **The Bank/RTGS detail must** be submitted along with the quotations /Tenders on the letterhead.
7. Registration details of the firm/Company should be attached with bid.
8. Firm should submit online reference of EMD submission in the TECHNICAL BID.
9. Detailed technical and commercial terms & conditions should be attached.
10. The tenderer is advised to attach any additional information about competence, which they think is necessary for their offer. No further information will be entertained after the bid is submitted, unless IITI calls for it.

## **CHAPTER - 4**

### **Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or



"Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

*Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected. **The vendor/firm should fill the complete details as mentioned in BOQ and exclusion of any cell of BOQ (Financial bid), the cost will be treated as inclusive of GST and other charges as mentioned in the BOQ column.**
- 4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

### **GENERAL INSTRUCTIONS**

1. IIT INDORE, Indore reserves the right to cancel the TENDER partly or fully at its sole discretion at any stage without assigning any reason to any of the participating bidders.
2. IIT INDORE, Indore reserves the right to cancel or reject any or all the bids without assigning any reasons thereon.
3. IIT INDORE, Indore also reserves the right to modify the terms and conditions, and also to cancel the bid process at any stage without assigning any reasons.



4. The firms will be evaluated based on an assessment of their eligibility as specified in Chapter -6.
5. IIT INDORE, Indore shall not undertake any correspondence with the bidders in any way, except to issue the TENDER and modification to TENDER and clarification, if any. While Bidders are free to submit their queries, IIT INDORE, Indore will respond in the form of modification to the TENDER, if any.
6. The offer will remain valid for 90 days from the date of submission of the same.
7. The bidders shall be responsible for all the costs associated with the preparation, submission, and online of bids, including any clarifications thereon.
8. All pages of the bid document must be sealed and signed by the Partner or an Authorized Signatory of the Practising Chartered Accountant Firm & Company Secretary Firm.
9. Conditional Bids will be disqualified.
10. The bidders should note that they shall abide (in true intent and spirit) by the terms and conditions of this Tender. If the responses contain any conditions, put in by the bidders, such responses will be disqualified and will not be considered for the selection process.
11. IIT INDORE, Indore reserves the right to amend/modify the attachments to this TENDER partly/fully at its sole discretion at any stage without assigning any reason to any participating bidders.
12. Practising Chartered Accountant Firm shall nominate a Nodal Officer of the rank of Partner / Principal / Director, immediately on the award of the work/contract for timely and smooth interaction.
13. Practising Chartered Accountant Firm shall deploy a full-time staff/article towards the assignment of Internal Audit in the IITI DRISHTI CPS Foundation, IIT INDORE, premises for fulfilling the said requirements. The person engaged for the Internal Audit in shall have a minimum experience of 3 years.
14. Practising Chartered Accountant Firm should depute a full-time staff/article on daily basis at IIT INDORE premises, Simrol, Mhow, Indore, during the office hours to assist- Finance Manager of the Company, to handle all the financial issues, including maintenance of account books, balance sheets, GST & TDS calculations and their timely submission. The person engaged in handling the accounts in IIT INDORE, Simrol, Indore shall have a minimum experience of 3 years.
15. IIT INDORE, Indore reserves the right to cancel/ or extend the date of receipt/opening of Bid or withdraw the TENDER notice without assigning any reasons. Whatsoever in such case, the bidders shall not be entitled to any form of compensation from the Company.
16. Minor variations in parts A, B, C, D & E of the contract as specified can be adopted with the concurrence of both the parties wherever required to fulfill the objectives of the contract.
17. The contract shall be initially for one year, which can be further extended on successfully & satisfactory completion of the given contract.

**III. Period of validity of online bids:** Online Bids shall remain valid for acceptance for 90 days after the date of bid submission.

**Note –** Non-compliance of the above may disqualify your offer for consideration.

In-charge (MM)  
In-Charge  
Lateral Management Section (MMS)  
IIT INDORE

**CHAPTER- 5**  
**GENERAL TERMS AND CONDITIONS**

1. **Service of Tender: Single Bid through Online Mode.** IIT Indore reserves the right to ignore any tender who fails to comply with the above instructions without giving any notice.
2. **Bid Security (EMD):** Pursuant to the Order No. F.9/4/2020-PPD dated 12th November 2020 of the Ministry Finance, Procurement Policy Division. EMD/Security Deposit are exempted upto 31/12/2021, instead of that Bid Security Declaration are to be submitted.
3. **Period for which the offer will remain opened:**
  - a. Firms tendering should note the period for which it is desired that their offers should remain open for acceptance.
  - b. Quotations qualified by such vague and indefinite expressions such as "subject to immediate acceptance", "subject to prior service", etc. will not be considered.
4. **Opening of Tenders:** Online tender opening as specified in schedule of requirement. The received bid will be opened online, and it will be evaluated by a technical committee which will decide the suitability as per our specification and requirement. The financial offer/bid will be opened only for the offer/bid which submits all the required necessary documents and verified by the technical committee as technically qualified bidder as per Tender.
  - a) **Award Criteria:** *The Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive, technically qualified and has been determined to be the lowest responsive evaluated bid.*
  - b) **Purchaser's Right to vary Requirement at Time of Award:** *The Purchaser reserves the right at the time of Contract award to increase or decrease the quantity of requirement and services originally specified in the tender without any change in unit price or other terms and conditions. The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract.*
  - c) **Notification of Award:** *Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing by registered e-mail that the bid has been accepted by way of a Service Order.*
5. **Place of Services & Schedule:** IITI DRISHTI CPS Foundation, IIT INDORE, Simrol, Indore, and should be Provided within schedule.
6. **Right of Acceptance:** This office does not pledge itself and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered and the firm shall supply the same at the rate quoted. The firm shall be at liberty to tender for the whole or any portion or to state in the tender that the rate quoted shall apply only if the entire quantity of services is taken from the firm.
7. Rendered Services are subject to inspection and acceptance by IITI DRISHTI CPS Foundation, IIT INDORE, Simrol.
8. **Price Quote:** Quotation should be given for the exact service name as shown in the BOQ against Sl. No. of the item. The firm should quote separately for PART A, B, C, D & E.
9. No correspondence/discussion/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for technical discussions/ price negotiations. Any violation of this will render the quotations invalid and the firm is liable to be blacklisted.
10. IITI reserves the right to call for techno-commercial/price negotiations. The company should depute a competent representative for such discussion/negotiations whenever called for and he shall be competent to take on the spot decisions.

11. IITI does not bind itself to accept the lowest or any tender and may cancel/withdraw the tender without assigning any reason and no claim whatsoever, for any reason arising out of such action, will be entertained by IITI.
12. **Force Majeure:** Neither the contractor nor the institute shall be liable to the other, for any delay in or failure of their respective obligations under this contract caused by occurrences beyond the control of either party because of fire, floods, acts of God, acts of public enemy, wars, riots, strikes, lockouts, sabotage any law statute or ordinance order actions or regulations of the Government or any compliance there is similar to the above. Either party shall promptly notify the other of his commencement and cessation of such contingency and prove that such is beyond the controls and effects the implementation of this contract adversely.
13. The BOQ should contain only price.
14. Please inform the IITI in writing whether the owner of the firm or any of their partners/employees has close relations working with IIT Indore. This is for record only.
15. **IITI reserves the right to modify/alter/insertion or deletion on any part of the tender document to ensure fulfillment of its material & service requirement at any stage.**
16. The instructions about bidding given in this advertisement and the Tender Documents should be read thoroughly before bidding. IIT Indore reserves the right to accept or reject any or all quotations at any stage without assigning any reason whatsoever it may be.
17. **Cancellation:** IIT- Indore reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation will be paid towards progress of order/procurement.
18. **Governing Law:** The order placed will be contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Indore, India to competent jurisdiction.
19. For any dispute, the place of jurisdiction shall be Indore, India only.

**CHAPTER- 6**  
**TECHNICAL BID (I to II)**

(Bidder should submit compliance matrix along with Technical Bid)

**SCOPE OF WORK (I)**

**PART – A (INTERNAL AUDIT REQUIREMENT)**

S. NO.	AREA	PARTICULARS
1.	Internal Audit (As per the requirement of law for section 8 company)	I. Internal Check of system of payment. II. Improvement Plan. III. All the financial checks for example scrutiny of vouchers, ledger, salary, etc. IV. Update and advice on taxation if any. V. Check on the procurement process, payment, method, adequacy of contract terms and conditions for safeguarding the Company's interest, etc.

**PART – B (TAX COMPLIANCES & OTHER REQUIREMENTS)**

1.	Income Tax	All tasks related to Income Tax, viz calculation of Income Tax., Filing of TDS Returns, Annual Return, Issuing of Form 16, 16 A, etc.
2.	GST & TDS	All tasks related to GST viz filing of GST Returns, (GSTR-1-Monthly & Quarterly, GSTR-3B) Annual GST Returns, Monthly Calculation and Payment of GST Challans, and all TDS related issues, etc.
3.	Annual Financial Statement	Preparation of Annual Financial Statement & Certification thereof.
4.	Utilization Certificate	UC Certification & any other basic work or all the other required compliances which would be needed.

**PART – C (ANNUAL SECRETARIAL COMPLIANCES)**

S. NO.	PARTICULARS
1.	Preparation of Notice and Minutes of Board Meetings, AGM & EGM.
2.	Financial Statement for each Financial Year: <b>AOC – 04</b>
3.	Management Related Annual Return: <b>MGT – 07</b>
4.	Preparation of required Statutory Registers ( <b>14 in Nos.</b> )
5.	Statement of account & solvency - <b>Form – 8</b>
6.	Mandatory Secretarial Compliances not mentioned above, if any be specified.
7.	Occasional matters of Company related to ROC such as: I. Disclosure of Non – Disqualification by Director: <b>DIR – 08.</b> II. Disclosure of Interest by Directors: <b>MBP – 01</b>

**PART - D (ONE TIME CONCESSIONS, REGISTRATION & APPROVALS)**

S. NO.	PARTICULARS
1.	Registration under MSME.
2.	Trademark registration.
3.	Registration as a Trust for exemption of Contributions received and income earned <b>U/Sec 12 AA.</b>
4.	Tax Concession to Contributors Donations received <b>U/Sec 80G.</b>
5.	Total exemption of Income <b>U/Sec 10 (23) C (iv).</b>
6.	Weighted Tax relief for contributions to Specified Institutions undertaking research <b>U/Sec 35 (1) (ii) or (ii a)</b>
7.	FCRA: To receive Foreign Contribution for all Organizations to be approved by the Ministry of Home Affairs under the FCRA Act administered by the Home Ministry. (Ministry of Home Affairs, Govt)
8.	Scientific Industrial Research Organization (SIRO) recognition.
9.	GST Exemptions.

**PART - E (STATUTORY AUDITOR)**

S. NO.	PARTICULARS
1.	All the Statutory Audit related tasks and compliances.

**Note:-**

- Audit and other Reports Submission:** The Audit and other Reports should be submitted promptly to the Competent Authority.
- The service provider should quote separately for each item i.e. Part A, B, C, D & E in the BOQ.

**PRE-QUALIFICATION-CUM-TECHNICAL BID (II)**

Sl. no.	Criterion	Firm's Strength and Capacity	Compliance Yes/No	Deviations, if any	If compliance yes, please attached documentary proof
1.	The Firm must have its Registered Head Office (Submit copy of supporting document regarding address)	Address of the Firm			
		Name and address of the authorized official			
		Telephone No Mobile: E-mail:			
2.	The CA & CS Firm should be registered with the ICAI/ICSI and must possess permanent account number (PAN) under Income Tax and registration under Goods and Services Tax (Provide copies of all registration certificates)	Registered with ICAI/ICSI, then mention Registration No. (Date of Registration No.)			
		PAN of the CA & CS Firm			
		GST Registration No.			
3.	The CA & CS Firm should be Empaneled with Comptroller and Auditor General of India (C&AG) (Provide copy of all necessary evidence)	Empanelment Number			
4.	The CA & CS Firm should be in operation for at least 15 years	Year of Registration/ Starting of operation			

	after its registration. (Provide necessary evidence)	Nos. of years in operation after registration (in years)			
5.	Average Annual Income of the CA & CS Firm for the last 3 (three) years i.e. (2018-19, 2019-20 and 2020-21) ending on 31st March, 2021. [Must be equal to or greater than 200 Lakh (2 Crore) [Provide copies of the Audited Financial Statements for all the 3 (Three) years up to 31st March, 2021 along with documents as per sub annexure, proforma:A1	Average Annual Income (i.e. Average Gross Professional Fees received / earned) of the CA & CS Firm in last 3 (three) years ending on 31st March 2021) Rs. (in figure) ..... Rs. (in words)..... .....			
6.	The firm should have a minimum of 15 years' experience in the areas of Audit & Assurance, Income-Tax, GST (erstwhile Excise Duty/Service Tax/VAT), Companies Act, etc.	Nos. of Section-8 companies / Govt/ PSU where similar services were provided in the last 15 years			
7.	Whether similar services as provided to the Section-8 / Govt/ PSU where payments in respect of expenses in any financial year have remained to the extent of Rs. 400 crore in the last 5 years, copies of works order/ works completion as evidence)	Nos. of Section-8 companies / Govt/ PSU where similar Service was provided in the last 5(Five) years Nos. (in figure) ..... ..... Nos. (in words) ..... .....			
8.	The firm should have a minimum of 5 Chartered Accountant Partners, out of which at least 3 partners should be Fellow Members of the Institute of Chartered Accountants of India.	Nos. of Partners Nos. (in figure) Nos. (in words)			
9.	The firm should have experience in handling company-related tasks or tax, audit, and assurance-related matters for at least one Government Body or well-reputed Government Agency or Government Authority or Government Corporation or Government Company for at least 5 Financial Years.				
10.	The firm should have experience in providing GST Consultancy/GST Audit services to at least 3 companies having an annual turnover of more than 50 Crores in any financial year.				
11	The firm should be engaged in providing ROC Consultancy/Secretarial Compliance services to at least 3				

	companies having a turnover of more than 50 crores.				
12	The firm should have at least one Company Secretary on its Payroll for a minimum of the past 3 years.				
13	An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Agency a)has never been black-listed or changed the name of the firm (in original). b)Is/are not involved in any Police Case/Vigilance enquiry pending or ever been punished by any Hon'ble court.				

Certified that the above particulars are correct. In the event of any information found to be incorrect the Institute is at liberty to reject the proposal of the CA & CS Firm.

**The bidder should submit his acceptance against each column as YES/NO and if No, bidder should specify the deviation.**

(Signature of the Bidder, with Official Seal)

### **CONDITIONS FOR COMMERCIAL BIDS**

#### **COMMERCIAL**

##### **I. Payment:**

- The payment shall be released on satisfactory completion of the assignment and submission of the bill.
- No advance shall be paid for the assignment.
- No expense towards travel/ Daily allowance/boarding & lodging/ Out of pocket shall be paid to the firms for carrying out any of the assignments. Rates must be quoted inclusive of all expenses. However, GST is to be specified extra and the same shall be paid as applicable from time to time in addition to basic fees.
- Payment to the auditors shall be subject to deduction of tax at source at appropriate rates then applicable.
- The Audit fees will be fixed for the initial period of appointment.

- III. Services desired is within scheduled time as mentioned in the Service Order with Specify your service period. services should be provided only on Working Days (Monday to Friday) during office Hours only i.e. between 10.00am to 04.00pm.
- IV. In case of delayed services, liquidated damages at the rate of **0.5 percent per week** of delay with a maximum of **10 percent** of contract/order value will be levied on user verified report.
- V. The firm must submit a **performance security** of 10% of the total order value to be submitted from an Indian Scheduled Bank before release of final payment and after successful installation and commissioning of the equipment in the form bank guarantee valid for 2 months beyond the warranty period. No interest will be payable by the Purchaser on the Performance Security deposited. In case supplier fails to provide satisfactory after sale service within the warranty period, the Performance Security submitted by the firm is liable to be forfeited. **PBG format.**
- VI. Please note clearly that faxed, mailed and opened quotations are liable to be rejected.
- VII. **Contract Period:** The appointment of the selected firm shall be initially for one year from the date of issue of service order. In case, services are found satisfactory, the appointment may be extended depending on the satisfactory performance. The Competent Authority of IIT INDORE, Indore may alter or revise the period of services at its discretion.

(Signature of the Bidder, with Official Seal)



**CHAPTER- 7****PRICE BID**

PRICE BID - Schedule of price bid in the form of BOQ format:

1. The below mentioned Financial Proposal/Commercial bid format is provided as BoQ along with this tender document at <https://eprocure.gov.in/eprocure/app>
2. **Bidders are advised to download this BoQ.xls** as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid.
3. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD shall be forfeited.
4. Any element of cost, taxes, duties levies etc. not specifically indicated in the BOQ, shall not be paid by the purchaser. **If GST amount is not quoted in the BOQ (Financial Bid), the total cost will be treated as inclusive of GST. No further communication will be entertained later or else the EMD will be forfeited.**
5. The tender shall remain valid for acceptance for **90 days**, from the date of tender opening.

**OTHER CONDITIONS FOR PRICE BIDS**

1. No unilateral revision in price will be admissible.
2. INCOTERMS (in case of imported item) should be clearly mentioned on the bid
3. Rates should be quoted in the accounting units (A/U) mentioned in this tender. Rates must be quoted clearly on free delivery basis at IITI DRISHTI CPS Foundation, IIT INDORE, and total value is also indicated in words.
4. Any optional indicated in techno-commercial bids must be priced separately.
5. In case spares/accessories are applicable, their list and price should be clearly indicated separately.
6. The price must be stated for each item separately. The percentage of reduction, in the unit price should also be quoted, should an order to that extent be placed with you.

**Signature of the Tenderer**

**Name of the Firm:**

**Contact No.:**

**Email:**

**Seal:**

**CHAPTER- 8****TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

To, \_\_\_\_\_

Sub: Acceptance of Terms &amp; Conditions of Tender. Tender Reference No: \_\_\_\_\_

Name of Tender / Work: - \_\_\_\_\_

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.
7. I/We agree to hold this offer open until **90 days** and shall be bound to service provide within the specified period.
8. I/We agree to provide the service and complete the whole of the work and hand over to the purchaser within the stipulated period, after receipt of intimation regarding acceptance of this tender/receipt of supply/service order.
9. I/We agree that in case if we fail to deliver the Service/complete the work within the specified period, then institute shall be liable to claim liquidated damages from me/us by invoking EMD.
10. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**CHAPTER- 9**  
**BID SECURITY DECLARATION FORM**  
(On Company / firm's Letterhead)

To,  
The Joint Registrar  
Materials Management Section  
I.I.T. Indore,  
Simrol, Khandwa Road  
Indore – 453 552.

Date :

**Sub: NIT No. IITI(MM)/DCPSF(PRJ)/9/9C/53/AV/2021-22 for “Financial & Secretarial Service at IIT Indore”**

We, M/s \_\_\_\_\_ (Name of the Firm),

with ref. to Tender No. \_\_\_\_\_ dated \_\_\_\_\_ hereby undertake that:

1. We accept all terms and conditions of the tender document.
2. We accept that, we will not modify our bid during the bid validity period and will honour the contract after the award of contract.
3. In the event of any modification to our bid by us or failure on our part to honour the contract after final award, our firm may be debarred from participation in any tender/ contract notified by IIT Indore for a period of one year.

Yours faithfully,  
(signature)

Name: Date:

Office Seal: