



**सूचना एवं पुस्तकालय नेटवर्क केन्द्र**  
**Information and Library Network Centre**  
विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र  
An Autonomous Inter-University Centre of UGC  
गांधीनगर / Gandhinagar

**BID DOCUMENT**

**TENDER FOR HIRING OF CHARTERED ACCOUNTANT SERVICES FOR  
ACCOUNTING FOR THE YEAR 2018-19**

Sr. No.	BID-DATA SHEET	
1.	Tender Number	INF/PUR/ACCOUNT/AUDIT/2018-19
2.	Yearly Estimated Cost of Tender	4.5 Lakhs
3.	Bid validity	90 days
4.	Issue of Tender Forms	Tender Documents / Forms can be Downloaded from the Institute's website <a href="http://www.inflibnet.ac.in">www.inflibnet.ac.in</a> or Central Public Procurement Portal (CPPP) <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>
5.	Earnest Money Deposit (EMD)	Earnest Money of Rs.9,000.00 (Rupees Nine thousand only) in the form of Demand draft/ Bank Guarantee/Banker's Cheque/Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" payable at Gandhinagar
6.	Bid Date	19 <sup>th</sup> February, 2018
7.	Pre-bid meeting Date	28 <sup>th</sup> February, 2018 at 15.00 hrs.
8.	Last Date of Submission of Tender	12 <sup>th</sup> March, 2018 upto 16.00 hrs.
9.	Opening of Tender	12 <sup>th</sup> March, 2018 at 16.10 hrs.
10.	Contact Person	Shri Harish Chandra/Mr. Ankur Parikh Admin. Officer (Finance & Accounts)/Office Assistant-II Email : <a href="mailto:accounts@inflibnet.ac.in">accounts@inflibnet.ac.in</a> Tel : 079-23268120  <b><u>For Commercial query :</u></b>  Mrs.ShahanaMunshi Section Officer (Purchase & Store) Email : <a href="mailto:shahana@inflibnet.ac.in">shahana@inflibnet.ac.in</a> Tel: 079-23268141
11.	Contact Address	INFLIBNET Centre, Infocity, PB No 04, Gandhinagar- 382 007 Website : <a href="http://www.inflibnet.ac.in">www.inflibnet.ac.in</a>

**TENDER DOCUMENT****01. INTRODUCTION**

The Information and Library Network Centre (here after will be referred as INFLIBNET), is an autonomous Inter University Centre of the University Grants Commission, MHRD, New Delhi. Sealed bids on behalf of Director, INFLIBNET Centre are invited under Two Bid System i.e. Technical Bid and Financial Bid for Hiring of Chartered accountant firm from Accounting services for the year 2018-19 of INFLIBNET Centre from bonafide, resourceful and reliable service providers in Ahmedabad/ Gandhinagar only as per terms and conditions attached.

Desirous companies may obtain tender documents on request in writing from P&S Section, INFLIBNET Centre, INFOCITY, Gandhinagar on all working days between 10:00 Hrs to 17:00 Hrs before the due date. Tender documents can also be downloaded from the website [www.inflibnet.ac.in](http://www.inflibnet.ac.in) or Govt. of India tender website [www.eprocure.gov.in](http://www.eprocure.gov.in)

**02. EMD**

The interested Companies/firms may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.9,000/- in the form of Demand draft / Banker's Cheque / Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" payable at Gandhinagar and other requisite documents in the Tender Box kept near Security Cabin of INFLIBNET Centre, INFOCITY, Gandhinagar.

The bid securities of the unsuccessful bidders shall 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. No interest shall be payable by the Institute on EMD. In the event of the successful bidder/contractor failing to comply with any provision of the contract, EMD/Security Deposit shall stand forfeited. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.

- In exceptional circumstances, INFLIBNET may solicit Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid security shall also be suitably extended. A Bidder granting the request is not required nor permitted to modify the Bid.

**03 PERFORMANCE SECURITY DEPOSIT**

The successful bidder shall have to deposit a Performance Security Deposit of the 5 % of the total amount of work order within three (3) weeks of the receipt of the LOI/Order. The performance security deposit will be furnished in the form of Demand draft/ Bank Guarantee/Banker's Cheque/Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" Payable at Gandhinagar. The performance security deposit should be valid for six month beyond the date of completion of all contractual obligations. Bid security should be refunded to the successful bidder on receipt of performance security.

**04 TWO PART TENDER INSTRUCTIONS**

The bids have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested bidders are advised to submit Two separate sealed envelopes super scribing "Technical Bids" and "Financial Bids". Both sealed envelopes should be kept in a Third envelope of bigger size duly sealed and superscribed "Bid for Hiring of chartered accountant firm for Accounting services" to the INFLIBNET Centre, INFOCITY, Gandhinagar and also deposited/ dropped in the tender Box placed at the security cabin, INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007 on or before 12.03.2018 at 1600 hrs.

### Technical Bid (Pre-qualification criteria(Envelop No -1)

The Bidders are required to submit technical bid enclosing therewith photocopies and mention Page Number of following documents, failing which their bids will be summarily rejected and will not be considered any further:-

(Unconditional acceptance of Terms and conditions of the tender) Pl use separate sheet for providing complete information

Pl. Mention Page Numbers

Sr. No.	Pre-qualification criteria	Page No.
1.	The Chartered Accountant firm should be registered with the institute of Chartered Accountants of India (ICAI)	
2.	The Chartered Accountant firm should be based at Ahmedabad or Gandhinagar. Valid proof should be submitted along with the bid.	
3.	The Chartered Accountant firm should be empanelled with the comptroller and Auditor General of India (C&AG)	
4.	PAN and GST Registration Certificate Bidder shall have to submit photocopy of the documents	
5.	Bidder should submit photocopy of audited balance sheet or income tax returns of the last three years.	
6.	Earnest Money Deposit (EMD) of Rs.9,000/- (Nine thousand only) in favour of "INFLIBNET Centre" payable at Gandhinagar.	
7.	The firm should have been in operation of minimum 10 years after its registration and at least 5 years experience in Audit of Annual Accounts of Central Autonomous Bodies / Public sector undertaking and filing of returns of Income Tax.	
8.	The average gross profession fee received / earned by the firm in the last 3 financial years (2015-16, 2016-17 and 2017-18) must be equal to or more than Rs.30.0 lakhs per annum	
9.	The Chartered Accountant firm should have at least 3 partners (2 partners-FCA and 1 partner-ACA)	
10.	In addition to the partners, the firm should have minimum 5 Nos. of Article Clerk including and other experienced staff performing audit / accounting work in addition to the Partners.	
11.	Bid form Annexure – II	

12.	Declaration of Bidder Annexure – III	
13.	Declaration of blacklisting/Non Blacklisting - Annexure – IV	
14.	Details of Firm's Professional Income – Annexure – V	
15.	Details of Firm's Experience of Similar Services – VI	
16.	Details of Firm's Experience of similar services in Govt. Educational Institutions – VII	

The bidder is required to enclose self attested photocopies of the following documents along with the Technical Bid, failing which their bids may be summarily/out rightly rejected and may not be considered:

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**Financial Bid (Envelop No. 2)**

The Price Bid filled up and submitted in Envelope No -2 must be duly sealed superscript with name of tender. Any conditions given in the Price Bid may cause rejection of Bid.

**Financial Bid**

Description of Fees for the Financial Year 2018-19**	Fees Rupees in Figure
<b>PART - A</b> 1) Statutory Audit to cover the areas ensuring that, 2) Income Tax related 3) Annual Accounts 4) Foreign Payment Form 15CA & 15CB(Approx. 20 Form in a year)Preparation offer Form of Rs._____ 5) Provide Audited/ Certified Utilization Certificate for various Project / Schemes. (Approx.. 20 certificate in a year) Preparation of per Certificate of Rs._____ 	Total amount of Part – A  Rs._____
<b>PART - B</b> 1) Services Tax related matters (for the past year) 2) Goods and Service Tax (GST)	Total amount of Part – B  Rs._____
Add: GST as per applicable rate on the service provided ____%	Rs._____
Total Fees to be paid including GST (PART-A+PART-B)	Rs._____
Rupees in Words:	

The prices should be quoted in Indian Rupees.

\*\* The quoted fee should be inclusive of Professional Fee, Travelling, Food and other Expenses.

N.B: Statutory charges in GST rate if any shall be borne by the Institute. Deductions shall be made by the Institute as per statutory rates & norms wherever applicable.

***We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.***

Authorized Signatory (signature in full) :\_\_\_\_\_

Name and Title of Signatory :\_\_\_\_\_

Company Rubber Stamp :\_\_\_\_\_

**05. Terms & conditions for Financial Bid**

- I. The financial bids of only technically qualified bidders will be opened in the presence of their representatives, if attending bid opening on a specified communicated date and time.
- II. Any effort by a bidder or bidder's agent / consultant or representative, whosoever described to influence the INFLIBNET/ in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of the bid.
- III. The conditional bids shall not be considered and likely to be rejected in very first instance.
- IV. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid form. The cuttings, if any, in the Bid/ Bid application must be initialed by the person authorized to sign the bid.
- V. The envelope containing Technical Bid shall be opened first on the scheduled date and time at the Office of INFLIBNET Centre, INFOCITY, Gandhinagar in the presence of the representatives of the Companies, Firms / Agencies, if any, who wish to be present on the spot at that time. The Tender Evaluation Committee will set criteria for evaluating the vendors on the information provided by them and shall set cut off level to qualify required number of bidders for their financial bids. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on a date, time & place to be notified later in presence of attending short listed bidders or their authorized representatives. The L1 bidder (qualifying total eligibility criteria) will be arrived at after consideration of all aspects by the Committee so nominated for the Contract.

**06 Submission of Bid**

- I. The bid shall be written in English only.
- II. Bid may be submitted in the following manner:  
**Envelop No. 1-** Shall contain all the information and documents in the same serial order as shown in the technical bid (Pre-qualification criteria (Envelop No -1). The complete document should be numbered chronologically. On the top of envelope must be superscribed "Technical Bid". Shall also contain the bid EMD.  
  
**Envelop No.2-** Shall contain the rates/prices of the Services / items duly filled in (schedule of rates) and signed and stamped. On the top of envelope must be superscribed "Price Bid for f Hiring of chartered accountant firm for Accounting services".  
  
(Please note that the price should not be indicated in any of the documents enclosed in envelope-1).
- III. All the envelopes must be superscribed "Bid for Hiring of chartered accountant firm for accounting services" with due date and time and shall be sealed in third envelope of bigger size addressed to The Section Officer (P&S), INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007. The Tender must reach on or before 12.03.2018 at 1600 hrs. OR deposited/ dropped in the tender Box placed in the security cabin.
- IV. Incomplete and conditional tender will be rejected.
- V. All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned, if required.
- VI. No other method/means of submission of bid except as stated above shall be acceptable. All the documents submitted in the bid must be legible and self attested. Otherwise the bid is likely to be rejected. Each page of technical and price bid should be duly signed & stamped.
- VII. Late/ or delayed tenders shall not be considered. Therefore, please ensure that the tender is submitted/ posted well in time to reach us before the due date.

## **SCOPE OF WORK**

### **PART – A**

- 1) Statutory Audit to cover the areas ensuring that,
  - Transactions are recorded as per principles of Generally Accepted Accounting Principles and are booked to proper accounting heads.
  - Utilization of external funds is in accordance with financing agreements.
  - Counterpart funds are utilized for purposes for which they are provided.
  - Goods and services have been procured in compliance with the financing agreement.
  - Transactions are duly supported by proper supporting documents.
  - Propriety of the transactions.
  - Checking the maintenance of books of accounts and records.
  - Checking the bank reconciliation statements.
  - Checking of component wise, category-wise and account head wise expenditures.
  - Checking of investments, short term deposit etc. made from time to time.
  - Checking of various taxes/statutory compliance.
  - Verification of fixed deposit register and checking of interest received.
  - To check all statutory records registers including Minute Books and to see that accounting effects of all the decisions taken at General Meeting/Board of Governors Meeting are given in the Books of Account.
  - To give executive summary incorporating all points/matters; which are of very important nature.
- 2) Income Tax related matters
  - Preparation of replies to Income Tax Department in respect to Notices received by the Institute and appearing for the hearings
  - Preparation and filing of yearly Income Tax Return for the Institute
  - Advice on all matters related to TDS/TCS issues
  - Preparation of TDS quarterly return (i.e. 24Q, 26Q & 27Q)
- 3) Annual Accounts related work – Verification of all the accounting statements /schedules
  - Verification of correctness of the Trial Balance including the verification of opening ledger balances and suggesting reversal / year end entries wherever necessary
  - Calculation of provisions for depreciation on fixed assets
  - Verification of detailed schedule of interests received on FD investments and calculations of accrued interest
  - Compilation of grouping statements / schedules to the Balance Sheet, Income and Expenditure Statement and Receipt & Payment Accounts as per the prescribed format of Accounts for Central Autonomous Bodies and certifying the Annual Accounts
  - Preparation of Annual Accounts (i.e. Balance Sheet with its all Schedule) as per format given by UGC/CAG, as per the guidance of the CAG/UGC auditors to settle audit queries
  - Any other work needed for Accounts finalization as directed by the Director INFLIBNET.
- 4) Foreign Payment related works:  
Preparation of Form 15CA & 15CB.
- 5) Provide Audited / Certified Utilization Certificate for our various project/schemes.

## **PART - B**

- 1) Services Tax related matters (for the past year)
  - Representing before Service Tax authorities and providing clarifications and opinions on issues
- 2) Goods and Service Tax (GST)
  - Preparation of GSTR-1, 2 & 3B
  - Preparation of Annual Return
  - Day-to-day guidance related to GST
  - Upload monthly returns etc. to the portal
  - Representing before GST authorities and providing clarifications and opinions on issues.

## **INSTRUCTION TO BIDDER**

1. Pre Bid Meeting  
Pre Bid Meeting will be held on 28.02.2018 at 15.00hrs. at premises of INFLIBNET. Bidder can send their queries to Shri Harish Chandra ([accounts@inflibnet.ac.in](mailto:accounts@inflibnet.ac.in)) copy to Section Officer (Purchase & Store) ([shahana@inflibnet.ac.in](mailto:shahana@inflibnet.ac.in)). Only the queries received within the stipulated date prior to the Pre Bid Meeting will be answered.
2. AMENDMENT OF BID DOCUMENT  
At any time prior to the deadline for submission of proposals, INFLIBNET Centre reserves the right to add/modify/delete any portion of this document by issuance of an Corrigendum, which would be published on the website and will also be made available to all the Bidder who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.
3. FORFEITURE OF EMD  
EMD made by Bidder may be forfeited under the following conditions: If Bidder withdraw the proposal before the expiry of validity period. During the evaluation process, if a Bidder indulges in any such activity as would jeopardize the process, the decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances. If Bidder violates any of the provisions of the terms and conditions of the proposal. In the case of a successful Bidder, if Bidder fails to:
  - Accept the work order along with the terms and conditions.
  - Furnish performance security.
  - Violates any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.
  - Submitting false/misleading information/declaration/documents/proof/etc. The decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon to question under



any circumstances, besides, forfeiture of EMD even the Bidder will be deferred from participating in any job.

4. TERMS OF PAYMENT

- The professional fee quoted by the firm should be valid for the entire contract period. Payment shall be made at agreed rates against invoices. No proposal for variation would be allowed during the contract period.
- Statutory taxes will be paid at prescribed rate during the contract period
- Taxes as per Income Tax Act / Rules will be deducted at applicable rates from all payments made by INFLIBNET Centre.
- The payment shall be made on submission of the bills after the satisfactory completion of the work assigned, at approved rates after deducting penalties if any. No advance payment will be made.
- The Centre will deduct Income Tax at source under Section 194-C of Income Tax Act from the Tenderer at the prevailing rates of such sum as income tax on the income comprised therein
- No claim for interest will be entertained by the Centre in respect of any payment/deposit which will be held with the Centre due to dispute between the Centre & Contractor or due to Admin delay for the reasons beyond the control of the Centre.

5. SUB-CONTRACT

The purchaser (INFLIBNET) does not recognize the existence of Sub-Contractors. The Contractor's responsibility is not transferable.

6. ENFORCEMENT OF TERMS

The failure of either party to enforce at any time any of the provision of this contract or any rights in respect thereto or to exercise any option here in provided shall in no way be construed to be a waiver to such provisions, rights or options or in any way to affect the validity of the contract. The exercise by either party of any of its rights herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.

7. PERIOD OF VALIDITY OF OFFER

For the purpose of placing the order, the proposals shall remain valid till 90 days. During the period of validity of proposals, the rates quoted shall not change. In exceptional circumstances, INFLIBNET may ask for extension of the period of validity and such a request shall be binding on Bidders. INFLIBNET's request and the response to such a request by various Bidders shall be in writing. A Bidder agreeing to such an extension will not be permitted to increase its rates.

8. INFLIBNET'S RIGHT TO REJECT ANY OR ALL BIDS

INFLIBNET reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

9. RESOLUTION OF DISPUTES

- If any dispute arises between the Parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the

Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one Party hereto has been legitimate, both Parties hereto shall endeavor to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts [which attempt shall continue for not less than 30 (thirty) days], give 15 days notice thereof to the other Party in writing.

- In the case of such failure the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.
- The place of the arbitration shall be Gandhinagar/Ahmedabad, Gujarat. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.
- The proceedings of arbitration shall be in English language. The arbitrator's award shall be substantiated in writing. The arbitration tribunal shall also decide on the costs of the arbitration procedure.
- The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

#### **10. BID EVALUATION & AWARD CRITERIA :**

- A After the opening of the technical bid, the same will be evaluated by a committee, In case the committee decided for seeking further information/clarification, the same shall be provided by the bidder. Those bids which technically qualified as per pre-qualification criteria, the financial bid of such qualified bidders will be opened on a specified date and time by the committee. The date and time of opening of financial bids will be intimated to the bidders well in advance through phone/email. The bidder is at liberty to be either present himself or authorize, not more than one representative to be present at the time of opening of the financial bid. The Bids will be opened by the committee in the presence of the representative of the bidders who may wish to be present on that day.
- In case it is found that the bidder has not quoted as per the requirement for any specified item that particular item shall be evaluated on the basis of highest quoted rates by the another bidder.
- The conditional bids shall not be considered and likely to be rejected in very first instance.
- The contract will be awarded for technically suitable lowest evaluated bidder whose bid has been found to be responsive and who is found eligible and qualified as per the tender conditions.

In case two or more agencies are found to have quoted the same rates OR a bidder quotes lowest for any one Part A or B may be considered by The Competent authority of INFLIBNET and shall decide about the bidder to which the offer shall be granted based on the report of the past performance of the firm, and length of experience etc. the decision of the Competent Authority of INFLIBNET shall be final.

- If bidder is L1 for both categories tender will be awarded to him
- If successful bidders are L-1 for both categories separately (Part-A & Part-B) order of award of contract will be issued.

#### **11. RELAXATION OF TERMSAND CONDITIONS**

The Director, INFLIBNET is empowered to relax any terms or condition mentioned herein.

#### **12. AGREEMENT**

The contractor will have to enter into a written Agreement with this Centre within 15 days of intimation of acceptance of approved rates.

### 13. PERIOD OF THE CONTRACT

The selected Chartered Accountant firm will be required to provide the above mentioned services as statutory Auditors initially for one accounting year that is, 2018-19. The Centre reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the Centre for further Two Years (at a time One Year).

### 14. TERMINIATION OF THE CONTRACT

The contract can be terminated by the Centre with one month notice, if during the tenure of the contract the performance is not found to be satisfactory and in this regard the decision of the Centre will be final and binding on the Agency.

### 15. PENALTIES

- For not providing the work in time a penalty of Rs.1000/- will be imposed per default and maximum penalty as decided by the Competent Authority.
- For misbehavior of the worker Rs.500/- will be imposed per default and maximum penalty as decided by the Competent Authority.
- For persistent breach or unsatisfactory services termination of contract along with forfeiture of performance security and blacklisting.

### 16. RECOVERY

The Centre reserves the right to recover amount paid in excess during the contract from any other work or source after the contract if any if found paid excess.

## **TERMS & CONDITIONS:**

Terms and Conditions of the tender are as under:-

- 01 The successful tenderer shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- 02 Any person who is in Govt. service or an employee of this Centre should not be made partner to the contract by the Tenderer directly or indirectly in any manner whatsoever.
- 03 The Tenderer shall indemnify the Centre against all other damages/charges and expenses for which this Centre may be held liable or pay on account of the negligence of the Tenderer or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Board shall not be responsible financially or otherwise for any injury to the worker or person deployed by the Tenderer during the course of performing duties.
- 04 During the period of contract, the rates will be revised with the revision of any taxes by the Government of India.
- 05 The INFLIBNET will be under no legal obligation to provide employment to any of the personnel of the Tenderer during / expiry of agreement period and the INFLIBNET

- recognizes no employer-employee relation between the INFLIBNET and the personnel deployed by the Tenderer/agency.
- 06 The Director, INFLIBNET reserves the right to terminate the contract without assigning any reason by giving a notice of 15 days to the Tenderer at any point of time during the period of the contract.
  - 07 The interested firms can contact the INFLIBNET Centre on any working day during the office hours.
  - 08 Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
  - 09 The Director, INFLIBNET reserves the right to relax any term or condition mentioned herein.
  - 10 The Contracting Agency shall render the services as mentioned in the scope of work.
  - 11 The working hours will be as under: From 9:30AM to 6.00 PM from Monday to Friday. Saturday and Sunday are holiday on account of being weekend days. They may also be called on Saturdays/Sundays/Gazettes holidays as and when required.
  - 12 The personnel deployed shall be healthy, active. Nobody shall have any communicable diseases.
  - 13 The CA firm shall bear all expenses regarding compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by the provisions of various labor legislations. Payment to the firm shall be made on basis on submission of bill by the firm and on rendering satisfactory service by the firm.
  - 14 In case of death or mishap leading to any injury or disability whatsoever, occurred during discharging the duty, the compensation /legal or any other liability will solely rest with the CA firm.
  - 15 That CA firm's authorized representative (Owner/Director/Partner/Manager) shall personally contact Head of Accounts or the office in charge of Accounts at INFLIBNET at least once a month to get a feedback on the services rendered by the Contractor vis-a-vis corrective action required to make the services more efficient.
  - 16 In the event of person deputed by CA firm being on leave/absent, the CA firm shall ensure suitable alternative arrangement to make up for such absence.
  - 17 If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel, who indulge in such type of activities, should not be further employed in this office by the contractor in any case.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between INFLIBNET and the outsourced Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.

Date :

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

**BID FORM**

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head in original)

To  
INFLIBNET CENTRE  
Infocity, Gandhinagar

Sub: Hiring of chartered accountant firm for Accounting servicesfor INFLIBNET CENTRE, Gandhinagar

Dear Sir,

We the undersigned bidder/(s), having read and examined in details the specifications and other documents of the subject tender No. INF/PUR/ACCOUNT/AUDIT/2018-19, do hereby propose to execute the job as per specification as set forth in your Bid documents.

The prices of all items stated in the bid are firm during the entire period of job irrespective of date of completion and not subject to any price adjusted as per in line with the bidding documents. All prices and other terms & conditions of this proposal are valid for a period of 90 (ninety only) days from the date of opening of bid. We further declare that prices stated in our proposal are in accordance with your bidding.

We declare that items shall be executed strictly in accordance with the specifications and documents irrespective of whatever has been stated to the contrary anywhere else in our proposal. Further, we agree that additional conditions, deviations, if any, found in the proposal documents other than those stated in our deviation schedule, save that pertaining to any rebates offered shall not be given effect to.

If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal. We fully understand that the work completion schedule stipulated in the proposal is the essence of the job, if awarded.

We further agree that if our proposal is accepted, we shall provide a Performance Bank Guarantee of the value equivalent to five to ten percent (5-10%) of the Order value as stipulated in Financial Bid.

We agree that INFLIBNET reserves the right to accept in full/part or reject any or all the bids received or split order within successful bidders without any explanation to bidders and his decision on the subject will be final and binding on Bidder.

Dated, this .....day of .....2018

Thanking you, we remain,

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

INFLIBNET CENTRE, GANNDHINAGAR

Annexure – III

DECLARATION

I, \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ Resident of \_\_\_\_\_  
\_\_\_\_\_ Proprietor / Director / Authorized Signatory of the Company /  
Firm, mentioned above, is competent to sign this declaration and execute this tender document;

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

CERTIFICATE

DECLARATION REGARDING BLACKLISTING/NON BLACKLISTING

I /We Proprietor / Partner (s) / Director (s) of M/s .....hereby declare that the firm/ company namely M/S. .... has not been blacklisted or debarred in the past by any organization from taking part in Government tenders.

Or

I / We proprietor / partner (s) / Director (s) of M/S..... hereby declare that the firm/ company namely M/S.....Was blacklisted or debarred by any Government Department from taking part in Government tenders for a period of .....years w.e.f..... The period over on ..... And now the firm/ company is entitled to take part in Government tender. In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR shall be forfeited. In addition to the above INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR. Will not be responsible to pay the bills for any completed/ partially completed work.

Signature:.....

Name: .....

Capacity in which as signed: .....

Name & address of the firm: .....

Seal of the firm should  
be affixed.

Dated:

Signature of Bidder with seal.

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors.



**Details of Firm's Professional Income  
[Gross Professional Fees earned]**

Particular	Financial Year 2015-2016	Financial Year 2016-2017	Financial Year 2017-2018	Average Annual Income
Annual Income* ({ in Lakhs)				

Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for the all 3 (three) years

Date : \_\_\_\_\_

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

INFLIBNET CENTRE, GANNDHINAGAR

Annexure – VI

**Details of Firm's Experience of Similar Services**

**[During last 5(five) years]**

Sl. No	Name of the Project	Duration of the Project [Start date / End date]	Name of the Client	Nature of the Assignments & services provided (Please specify whether the work involved Internal Audit )	Nature of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					

Date : \_\_\_\_\_

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

INFLIBNET CENTRE, GANNDHINAGAR

Annexure – VI

**Details of Firm's Experience of Similar Services in Govt. Educational Institutions  
[During last 5(five) years]**

<b>Sl. No</b>	<b>Name of the Project</b>	<b>Duration of the Project [Start date / End date]</b>	<b>Name of the Govt. Educational Institutions</b>	<b>Nature of the Assignments ( Pl specify whether work involved Internal Audit)</b>	<b>Nature of the Supporting Documents provided</b>
1.					
2.					
3.					
4.					
5.					

Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format

Date : \_\_\_\_\_

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

INFLIBNET CENTRE, GANNDHINAGAR

Annexure – VI

**Details of Firm's Partner, Name and Registration Nos.**

Sr. No.	Name of the Member	Designation	Membership No.	Status (FCA/ACA)	Remarks

Furnish the copy of the documentary evidence in support of the information provided above. In required, add/append a page in this format.

Date : \_\_\_\_\_

Authorized Signatory (Signature In full): \_\_\_\_\_

Name and title of Signatory: \_\_\_\_\_

Stamp of the Company: \_\_\_\_\_

## FORM OF AGREEMENT

This agreement made the \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year 20.... BETWEEN, The Information and Library Network Centre ( Hereinafter called "INFLIBNET") or Client which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns, having its Head office at INFOCITY, Gandhinagar 382 007, Gujarat, India on the ONE PART; and

\* Shri \_\_\_\_\_ S/D/o \_\_\_\_\_ resident of \_\_\_\_\_ the sole proprietor of M/s \_\_\_\_\_ having office at the following address \_\_\_\_\_

\* M/s. \_\_\_\_\_ the partnership firm having an administrative/principal office at \_\_\_\_\_ represented by its Managing/duly authorized partner.

\* M/s. \_\_\_\_\_ company/body corporate incorporated under the provisions of the Companies Act 1956 having its registered office at the following address \_\_\_\_\_, duly represented at \_\_\_\_\_ duly represented by its constituted and authorized Managing Director, Shri \_\_\_\_\_ and (hereinafter called the Tenderer which term shall also be called the Supplier or the Contractor ) which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns on the other part

WHEREAS THE Client/ INFLIBNET is desirous that certain works should be designed, supplied, installed, tested & commissioned as detailed in the notice inviting tender and their office mentioned and called for invitation to tenderers for the supply, installation and performance of such works has been accepted by the INFLIBNET on the terms and conditions as set out therein and interalia others.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.

2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz;

a) Limited Tender No. INF/PUR/ACCOUNT/AUDIT/2018-19 DATED 19<sup>TH</sup> February, 2018

b) General rules and Instructions for the guidance of tenderers.

c) The Tender, Letter of Acceptance, Letters from & to the tenderer, if any, leading to and prior to acceptance letter.

d) General Conditions of contract and clauses of contract along with Annexures thereto.

e) Schedules consisting of Technical Specifications, Special Conditions, Compliances, etc.

f) Schedule of quantities including Prices and tendered amount known as Price - Bid.

g) The details submitted in technical bid, site survey and such other commitments like Accounting services for Charges for the period mentioned shall be part of the agreement.

**[Note : \* Strike off whichever is not applicable ]**

3. In consideration of the payments to be made by the INFLIBNET to the tenderer, the tenderer hereby covenants and agrees with the INFLIBNET to complete the works in conformity in all respects and

subject to all terms and conditions/rules as mentioned in the General Conditions as also in the aforesaid documents which shall form part of this agreement.

In witness whereof the parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said tenderer, \_\_\_\_\_ to \_\_\_\_\_ the  
CLIENT(INFLIBNET) \_\_\_\_\_ in the presence of:

Signature of Tenderer (with seal)

Signature of Authorized representative  
of the Client/INFLIBNET Accepting Authority.

Witness ( Signature, Name & Address ):

1).

2)