SHORT TENDER FOR HIRING OF CHARTERED ACCOUNTANT/COMPANY SECRETARY AND RELATED SERVICES FOR CENTRE FOR AGRIBUSINESS INCUBATION AND ENTREPRENEURSHIP (CAIE), RVSKVV, GWALIOR

Chief Executive officer, CAIE invites sealed short tenders from the interested and eligible tenderers for hiring of Chartered Accountant/Company Secretary and related services for CAIE, Gwalior for (one year) which is extendable further with mutual understanding, if needed.

Name of Work	Short Tender Form Fee	EarnestMoney Deposit(EMD)	Last Date of Receiving of sealed tender bids
Hiring of Chartered Accountant/Company Secretary and related Services for CAIE, Gwalior	Rs. 500/-	Rs.3000/-	**19.10.2024 02:00 PM**

CENTRE FOR AGRIBUSINESS INCUBATION AND ENTREPRENEURSHIP

RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDYALAYA

GWALIOR-474011 (M.P.)

4/10/24

CEO, CAIE, Gwalior

Signature of Tenderer with Seal

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Introduction

Centre for Agribusiness Incubation and Entrepreneurship, Gwalior is a joint venture of NABARD and RVSKVV, Gwalior. It is a non for profit, section 8 company. It was started in 2020. CAIE is operating on pan India basis through collaborations and partnerships with the technology development and start-up promotion organizations.

Bidder is expected to examine all instructions, forms, terms & conditions, and specification in the bidding document. Failure to furnish all information prescribed in the bidding documents or submission of bids not substantially responsive to the bidding documents in every respect may result in the rejection of the bid. Bidder must submit the technical and financial bid in prescribed format without any deviation.

Objectives: The objective of hiring CA firm to assist Centre for Agribusiness Incubation & Entrepreneurship (CAIE) for Finance Audit & Company related services and other related work.

The object of the assignment is to:

- Conduct the audit services & other related work, internal control and audit of the Company.
- Preparation of taxes and TDS details-reports and all compliance as per various authorities of taxes and laws, taxation, accounting and auditing aspects.
- Statutory Compliances and requirements, Board meeting notice, draft Board Resolution, Director induction & removal, AGM Notice, draft AGM resolution according to AOA & MOA.

GENERAL INSTRUCTION FOR BIDDER

1.1. **Eligibility Criteria:** The CAIE, Gwalior has set up minimum eligibility criteria for the bidding purpose. All bidding firm must meet all criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting document photocopies along with the proposal as mentioned in Annexure-II-VI, failing which their bids will be rejected and will not be considered further.

1.2. **Contract Period:** The Contract will initially be awarded for the period of one year. However, the contract may be extended based on the mutual consent of contracting contractor and CAIE, Gwalior on same terms and condition of the original Contract/ signing of agreement, if the performance/services is found satisfactory in the discretion of CAIE, Gwalior. The Centre reserves the right to curtail or extend the validity of the Contract.

1.3. The **maximum amount (sealing)** of the financial bid of the short tender should not exceed **Rs.1,00,000/-**(One Lakh, inclusive of all) including of all services prescribed in the short tender.

1.4. **Period of Validity of Offer:** For the purpose of placing the order, the proposals shall remain valid till 60 days from the date of opening of short tender. During the period of validity of proposals, the rates quoted shall not change. In exceptional circumstances, CAIE may ask for extension of the period of validity and such a request shall be binding on Bidders. Request of CAIE and the

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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.

1.5. **Submission of Bid:** 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 for Technical and Financial bid and both sealed envelopes should be kept in a third envelope of bigger size in the following manner:

1.5.1. **Sealed Envelop No. 1:** Shall contain all the information and documents in the same serial order as in Annexure I-VII. The complete document should be numbered chronologically. On the top of envelope must be superscripted **"Technical Bid". Shall also contain the bid EMD.**

1.5.2. **Sealed Envelop No.2:** Shall contain the rates / prices of the Services duly filled Annexure-I, signed and stamped. On the top of envelope must be superscribed **"Financial bid".**

1.5.3. **Envelope No.3 (Bigger Size):** Both the sealed envelopes (Technical Bid + Financial bid) should be kept in a third envelope of bigger size duly sealed and superscribed **"BID FOR HIRING OF CHARTERED ACCOUNTANT/ COMPANY SECRETARY AND RELATED SERVICES FOR CENTRE FOR AGRIBUSINESS INCUBATION AND ENTREPRENEURSHIP, RVSKVV, GWALIOR".**

1.5.4. The short tender(s) must be submitted in a **Sealed Cover Self-addressed Envelope** not in person but by designation to the Chief Executive Officer(CEO), Centre for Agribusiness Incubation and Entrepreneurship; C/o Directorate of Extension Services, Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya, Gwalior by **Regd. /Speed Post.** The cover shall bear the address of the tenderer and shall be superscripted with the words **"Short Tender Form for Chartered Accountant/ Company Secretary and related services for CAIE, Gwalior".**

1.5.5. The short tender form should be received by the office **on or before 19.10.2024 up to 2.00 p.m.** and **Technical Bid (Envelop A)** will be opened **on 21.10.2024 at 3.00 p.m. and Financial Bid (Envelop B**, only of the tenderers who will qualify technical bid) on **21.10.2024 at 05:00 PM** in the office of Directorate of Extension Services, RVSKVV, Gwalior (M.P.) by the committee in presence of tenderers or their representatives who choose to be present.

1.5.6. All correspondence in this connection shall be made with the designation Chief Executive Officer, Centre for Agribusiness Incubation and Entrepreneurship; C/o Director Extension Services, RVSKVV, Gwalior (M.P.) and not by name of any individual.

1.5.7. Late/ or delayed short tenders shall not be considered. Therefore, please ensure that the short tender is submitted/ posted well in time to reach us before the due date.

1.5.8. Any Incomplete and conditional bids received shall not be considered and will be rejected in very first instance without any recourse to the Bidder/Contractor and shall not be evaluated.

1.5.9. The bid shall be written in English only.

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1.5.10. No other method/means of submission of bid except as stated above shall be acceptable. All entries in the bid form should be legible and filled clearly. Otherwise the bid is likely to be rejected. 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.

1.5.11. Duly filled short Tender for qualification shall be submitted in proper format and incomplete offers shall be liable for rejection. Copy of each required documents should be submitted with technical bid for assessment.

1.5.12. Bids of those Bidders who have submitted all information as required in the bid documents. If CAIE desires any clarification/ verification for any ambiguity or difference found in the documents submitted by the Bidder/Contractor the same shall be furnished within stipulated time otherwise further processing will be carried out in absence of above and the Bidder shall be liable for the consequence.

1.6. **Earnest Money Deposit (EMD)**: The interested Bidders may put the short tender document complete in all respects along with mandatory Earnest Money Deposit (EMD) of Rs.3000/- (Three Thousand) in the form of Demand draft / Banker's Cheque / Fixed Deposit of any scheduled bank drawn in favor of "CENTRE FOR AGRIBUSINESS INCUBATION AND ENTREPRENEURSHIP" payable at Gwalior. The bid securities of the unsuccessful Bidder 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 purchase order. No interest shall be payable by the Centre on EMD.

1.7. **Forfeiture of EMD:** EMD made by Bidder/Contractor may be forfeited under the following conditions:

1.7.1. If Bidder withdraw the proposal before the expiry of validity period. During the evaluation process, if a Bidder/Contractor indulges in any such activity as would jeopardize the process, the decision of CAIE, Gwalior regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances.

1.7.2. If Bidder violates any of the provisions/terms and conditions of this proposal or indulges any such activities as would jeopardize the work.

1.7.3. Submitting false/misleading information/declaration/documents/proof/etc. The decision of CAIE, Gwalior 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/Contractor will be deferred from participating in any job.

1.7.4. In the event of the successful Bidder failing to comply with any provision of the contract.

1.7.5. The Bidder/Contractor shall not be allowed to withdraw or modify the offer on his own after the last date of submission of bid. If any Bidder/Contractor withdraws or makes any modifications or additions in the terms and conditions of his tender not acceptable to the CAIE, Gwalior then the CAIE, Gwalior shall without prejudice to any other right or remedy, be at liberty to forfeit the entire earnest money absolutely.

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1.7.6. In case of forfeiture of earnest money as prescribed as 1.7.1 to 1.7.6 above, the Bidder shall not be allowed to participate in the retendering process of the work, if carried out.

1.8. **Contract Execution:** The contractor is required to sign the agreement immediately from the date of receipt of LOI/Work order. In case of default of any condition CAIE reserves the right to cancel the contract and apply all remedies as per the terms & conditions of contract.

1.9. **Termination of the Contract:** The CAIE however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected service provider with or without assigning any reasons. Where a contract terminated by CAIE on account of the committed by the Contractor, it shall have the right to award the contract to any other contractor at the cost, risk and responsibilities of contract and excess expenditure incurred on account of this will be recovered by CAIE from his Security deposit or pending bill or by raising a separate claim.

1.10. Terms of Payment Conditions:

1.10.1. Payment to the contractor/firm will be made after completion of all contractual obligations of the service provider under the agreement to be executed by and between CAIE and the service provider on presentation of bills and work completion certificate(s) from the authorized representative of the CAIE, Gwalior. In case of any discrepancy in service bill payment will be withheld till resolution of all issues. No advance payment will be made.

1.10.2. The GST payment shall be admissible extra as applicable.

1.10.3. Taxes as per income tax Act/rules will be deducted at applicable rates from all payments made by CAIE, Gwalior.

1.10.4. Deduction will be done during implementation of the contract period that may be become due as penalties for violation of rules, terms and condition, liabilities or for other causes.

1.10.5. This offer is valid initially for the period of one year form the date of acceptance of the offer. The services should be provided based on the approvals of the Chief Executive Officer, CAIE, RVSKVV, Gwalior.

1.10.6. Please enclose quarterly bill in duplicate in favor of Centre for Agribusiness Incubation and Entrepreneurship, RVSKVV, Gwalior with the services of the term ordered.

1.10.7. Payment of C.A./C.S. firm will be made after I.T./TDS (194-J) deduction by the office of Centre for Agribusiness Incubation and Entrepreneurship, RVSKVV, Gwalior.

1.10.8. No additional Charges will be payable for financial /Returns/Company compliance services work by CAIE in any case.

1.10.9. The C.E.O.,CAIE, RVSKVV, Gwalior, however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected service provider with or without assigning any reasons.

1.10.10. Please provide a signed copy of this order as a token of acceptance within 7 days of issuance/receipt of the offer.

1.10.11. No claim for interest will be entertained by CAIE in respect of any payment/deposit which will be held with CAIE due to dispute between CAIE & contractor or due to admin delay for the reasons beyond the control of CAIE.

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1.11 Amendment of Bid Document: At any time prior to the deadline for submission of proposals, CAIE, Gwalior reserves the right to add/modify/delete any portion of this document by issuance of an Corrigendum, which would be published on the RVSKVV & CAIE website and will also be made available to the 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. The Contractor shall make available to the CAIE copies of all maintenance schedules. If all amendments to the schedules shall be brought to the notice of the designated representative of company, in writing prior to their incorporation.

1.12 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.

1.13 CAIE, Gwalior right to reject any/or all bids: The competent Authority of CAIE, Gwalior 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. Any effort by a bidder or bidder's agent / consultant or representative, whosoever described to influence the CAIE, Gwalior, in any way concerning scrutiny / consideration / evaluation/ comparison of the bid or decision concerning award of contract shall entail rejection of the bid.

1.14 Resolution of Disputes:

1.14.1 If any dispute arises between the parties hereto during the subsistence of contract or thereafter, in connection with the validity, interpretation, implementation, 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.

1.14.2 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.

1.14.3 The parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

1.15 Price Bid: The bidders will have to quote the price as per the format provided and the L-1 firm will be awarded the work. The L1 firm shall be decided on the basis of the lowest grand total rate offered (exclusive of GST, which shall be paid on actual as applicable). The Financial bid of only those bidders will be opened whose bids have been found eligible as per the criteria mentioned in the technical bid. All eligibility conditions have to be satisfied on the respective dates in such conditions and not on a later date. The financial bid shall be opened on the scheduled time and date in the presence of the representatives of the firm, if any, who with to be present on the spot at that time.

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1.16 Agreement: The Firm will have to enter into a written Agreement with CAIE immediately of intimation of acceptance of Order/LOI.

1.17 Compensation clause:

1.17.1 In case any of personnel deployed under the contact are absent or fails to report in time and contractor is unable to provide suitable substitute in time, a penalty of Rs.1,500/- for each absence on that particular day will be levied by CAIE.

1.17.2 In case any complaint is received attributable to misconduct/misbehavior of contractor's personnel, a penalty of Rs.1,500/- for each such incident shall be levied.

1.17.3 In case the contactor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirement of the contract, CAIE, Gwalior reserves the right to impose the penalty.

1.18 Bid Evaluation Criteria & Award Criteria:

1.18.1 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.

1.18.2 Unopened Financial bids along with EMD of technically unsuitable bidders will be given back to the bidders. Bidders will have to collect the same along-with a requisition.

1.18.3 The bidder is at liberty to be present either in-person or authorize, not more than one representative to be present at the time of opening of the Financial bid. The bids will be opened in the presence of the representative of the bidders who may wish to be present on that day.

1.18.4 Any conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.

1.18.5 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 document. In case two or more agencies are found to have quoted the same rates. The Competent authority of CAIE, Gwalior 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 CAIE, Gwalior shall be final.

Authorized Signatory (signature in full) :

Name and Title of Signatory :

Company Rubber Stamp:

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1.19 Scope of Work:

TERMS OF REFERENCE (TOR)

NATURE AND SCOPE OF THE INTERNAL AUDIT

The nature and scope of work of the Chartered Accountant Firm shall be as follows: -

1. Verification of all accounting entries/records/vouchers/ledgers including subsidiary ledgers and other necessary documents/reports. To check the Bank reconciliation statement periodically but not later than monthly.

2. Preparation of all statutory obligations/ compliances such as GST, TDS on GST, Income Tax, NPS, EPF, ESIC, professional tax etc. and filing of all original & revised statutory returns (Income Tax, TDS, GST etc.) on or before the due date as per the provisions of the concerned Act/s.

3. All Statutory Compliance of Company act. Preparation of all documents and returns under Company Act 2013 and also get approval from the appropriate authority.

4. Verification of data, before payment of taxes deducted/collected/on account of govt.as done in CAIE, Gwalior to insure its correctness as per the statutory Requirement.

5. Verification of date from the records of the Account offices as required for filling of various monthly/Quarterly return.

6. Verification of the salary data & other details submitted by the employees, the deduction schedule of TDS to be deducted from salary month wise, than preparing form 16A & 16 (Part A&B) Providing directive guidelines to offices for collection of necessary information for filing Return.

7. Making due and required correction by filling revised return/ statement as and when needed.

8. Providing printed copies of form 16A & 16 (part A&B) or any Certificates/acknowledgement etc. to this office within statutory time limit.

9. Pre-audit of Purchase files, vouchers, purchase proposals, records to ensure that the same are being made in complianceto the CAIE rules and procedures, General Financial Rules (GFR) and other applicable rules of Govt. of India.

10. Review and verify the provisions of accrued expenditure and income as at the end of the year.

11. Review and checking of the Grants received and its utilization as per the terms and conditions.

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12. Review, Checking & reconciliation of Registration fees received by the CAIE, Gwalior.

13. Review and verification of additions to fixed assets, fixed assets register and physical verification.

14. Review and verification of the record/system of bill payment to various contractors and also to review the compliance on them as per the terms of contract with user.

15. Suggestion of improvement of the existing system of accounting and management information system from time to time.

16. Review and verification of the last statutory audit report comments and compliances.

17. Vouchering, Ledger Scrutiny, verifying audited books of accounts, ancillary records on timely basis.

18. Verification of unspent balance report, issue Utilization Certificate and other reports submitted to NABARD and other agencies on demand.

19. Provide opinion on all notices, queries, & intimations received from the statutory authorities and preparation of its reply.

20. Verification of Income Tax computation sheet (along with the income tax declaration form and proof of investment) of all employees of CAIE & preparation of Form 16 & 16A.

21. To appraise the CAIE, Gwalior on regular basis about applicability of Circulars/Notifications issued by the Govt./ Tax Departments (like Income Tax, TDS, GST & other statutory body etc.).

22. To review, check and certify of utilization certificate, statement of expenditure, funds received under different projects/heads, sponsored/funded projects.

23. Auditors or their representatives should visit the CAIE on a timely basis preferably or depending upon the urgency of the work assigned. Attendance records will be maintained for this purpose.

24. Auditors or their representatives should coordinate and represent the reply from CAIE side (if any) to the government authorities such as Income Tax office,GST office etc.

25. The audit reports & Utilization Certificate to be submitted along with corrective/suggestive measures, if any, are to be submitted immediately on completion of audit as per format of audit report.

26. Providing all required information and facilitating audit of accounts as per the prevailing Companies Act 2013 and amendments thereof.

27. CAIE, RVSKVV, Gwalior is located at College of Agriculture Campus, Gwalior, Madhya Pradesh. It will not provide Transport or accommodation to the employees of CA Firm in

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any condition. If the contractor refuses/denies the assignment, after award of work, all the required actions will be taken by CAIE, Gwalior to safeguard its interest.

28. Any losses sustained by CAIE, Gwalior due to negligence of Firm's services in the form of any loss / damage of property (including those attributable to individual employees/ manpower engaged by the Firm) will be recoverable from the Contractor / Firm, as the money value shall be estimated by CAIE, Gwalior. The decision of CAIE, Gwalior in this regard will be final and binding by the Contractor / Firm.

29. Other mandatory/statutory compliances/ requirements as per the requirement/s of NABARD, Centre for Agribusiness Incubation and Entrepreneurship, Gwalior, RVSKVV and other government bodies along with amendments during the tender period and has to attend board meetings and other meetings (offline or online) as required by the company law.

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Company Return Filing & Compliances:-

- Preparation & Filing of Form ADT - 01 (Auditor Appointment)
- Preparation & Filing of Form AOC 04 (Financials Related Annual Return)
- Preparation & Filing of Form MGT 07 (Management Related Annual Return)
- Use of DSC of Auditor in Form AOC -04.
- Preparation & Filing of Form ROC
- Induction & Filing of Form DIR 12
- Preparation of Minutes of AGM.
- Preparation of Minutes of BOD.
- Income Tax Returns (Company).
- Income Tax Returns of Directors
- KYC of Director form DIR 3
- DPT 3 Form Filing
- Statutory Compliances reg. Board meeting notice, draft Board Resolution, Director Induction & remove, AGM Notice, draft AGM resolution according to AOA & MOA.
- Attend the CAIE Board Meeting online /offline mode timely or any other Meeting Conducted by RVSKVV, Gwalior
- All Statutory Compliance of Companies act. Preparation of all documents and returns under Company Act 2013 and also get approval from the appropriate authority.
- Answer/Reply as per requirement to all types of Statutory/Legal/Labor compliances from current & previous years.

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(On the letter-head of CA firm/LLP)

PROFORMA OF FINANCIAL PROPOSAL/BID

Format for submission of financial proposal for selection as Internal Auditor of Centre for Agribusiness Incubation & Entrepreneurship (CAIE), Gwalior

Particulars	Amount (in Rs.)
Professional fees for engagement of Auditor for (One year).	
GST and any other applicable expenses.	
Total.	

Note:

1. Taxes and other statutory levies will be paid on actual basis. However,present rates of applicable taxes and levies may be indicated by the tenderer.

2. The tenderer is deemed to have thoroughly studied and examined the technical specification, important instructions and general terms and conditions of the RFP document and to have fully informed as to nature of the work as per Terms of reference and conditions related to its performance.

3. No transport/ TA/ DA/ other incidental expenses will be payable by the Institute.

Place:

Date:

Signature of Partner Name of Partner Seal of Firm,

Reg. No. Membership No.

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Annexure II

DETAILS OF ORGANIZATION STRUCTURE OF THE BIDDER

Tenderer is requested to submit following details with relevant documents without fail to **pre-qualify for technical bid.**

S.No.	Item	Details
01	Name and address of Tenderer/all Partners/Directors	
02	Phone No.	
	Fax No.	
	Mobile No.	
	E-Mail Address	
03	Name of concerned Person	
04	Whether Proprietorship/Partnership/Pvt. Ltd. Co., or any other	
05	Documentary Evidence for Sr.No.4/Establishment Certificate.	
06	Annual audit & attestation income in Rs.	Year Rs. 2020-21 2021-22 2022-23
07	Pan card No. (Copy to be enclosed)	
08	P.F. Registration No. (Copy to be enclosed)	
09	Service Tax Registration No. (Copy to be enclosed)	
10	Registration with ICAI & ICWA Tender /Agency No.	
11	No. of Chartered Accountant/ Cost Accountant on your pay roll as on today.	
12	Whether the applicant has been blacklisted or debarred by the Central/State government/Public sector/Undertaking/Municipal corporation/local bodies etc.	

Signature of Bidder.....

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Annexure III

DETAILS OF REGISTRATION & GST NUMBER:-

(1) Firm of Registration :

(2) Letter No. :

(3) Date of issue :

(4) Name of Issuing authority :

(5) Last date of validity :

(6) GST number :

Note: Certificate of registration for Chartered Accountant / Cost Accountant from ICAI OR ICWAI should be invariably attached with the tender and scan copy as well as Xerox copy of the same should be submitted physically with the tender. It should be valid as on date.

The details filled up are correct and true at my best of knowledge.

Signature of Bidder

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Annexure IV

Details of works of similar type executed by the Bidder/Contractor

Sl. No	Name of the Company with full address, phone, fax and name of contact person	Work Description	Ref. & Date of the order	Work Order Value	Details of Order	Dates of		PageNo
						Start	Completion	

1. Copies of work orders should be attached with this information. In absence of documentary evidence, bid is liable to rejected.
2. If required, extra rows or separate sheet may be used to submit the information.

Authorized Signatory (signature in full):_____

Name and Title of Signatory:_____

Company Rubber Stamp:_____

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Annexure V

[On the original letterhead of the Bidder]

PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/ UNSUCCESSFUL BIDDER

RTGS/ National Electronic Fund Transfer (NEFT) Mandate Form

Sl. No	Particulars	Attached (Y/N)
1.	Name of the Bidder	
2.	Permanent Account No. (PAN)	
3.	Particulars of Bank Account	
	a) Name of Bank	
	b) Name of Branch	
	c) Branch code	
	d) IFSC Code	
	e) Account No.	
	f) 9 digit MICR code appearing on the Cheque book	
	g) Type of account	
	h) Address	
	i) City Name	
	j) Telephone No.	
4.	Email id of the Bidder	

Note: - Please attach original cancelled cheque along with the RTGS/ National Electronic Fund Transfer (NEFT)Mandate Form

Date:_____

Authorized Signatory (signature in full):_____

Name and Title of Signatory:_____

Company Rubber Stamp:_____

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Annexure VI

INDEMNITY BOND

(ON A STAMP PAPER of Rs.100/-)

We, ..., having a registered office at ..... , have entered into a contract with Centre for Agribusiness incubation & Entrepreneurship (CAIE) having registered office at College of agriculture campus ,Race course road, Gwalior contract no. ..... and dated ..... , to hiring of Chartered accountant/ company secretary and related services for accounting (one year) at with Centre for Agribusiness Incubation & Entrepreneurship (CAIE), Gwalior -474002.

We do hereby indemnify and keep harmless Centre for Agribusiness Incubation & Entrepreneurship (CAIE) Gwalior, at all times, whether during the continuation of the aforesaid contract and at any time thereafter, in respect of any claim, demand, compensation, liability, penalty, fines, interests, suits etc. of whatsoever nature made, all actions and proceedings taken against the CAIE by any party, employee(s) provided by us, on account of any delay, default, lapse, error, or omission on our part, or of rules and regulations, as may be applicable under the said contract from time to time.

We further undertake to indemnify and keep harmless, Centre for Agribusiness Incubation & Entrepreneurship (CAIE) Gwalior against any claim/compensation arising out of any non-payment or short payment of salaries, wages, overtime,or compensation by whatever name called and compensation and claims arising on account of any accident, injury, death, etc. during the course of their engagement by us for the purpose of this contract, or non-fulfillment of any obligation under any of the labour laws as applicable to the class of workers/employees engaged by us for the purpose of this contract.

We further declare and agree that this Indemnity Bond is an unconditional and irrevocable undertaking by us and is not restrictive in any manner.

Signature of the Tenderer/Authorized Signatory Name of the Tenderer:_____

Address of the Tenderer: _____

Seal of the Company/Firm:_____

Telephone No/ Mobile No. : _____

CEO, CAIE, Gwalior

Signature of Tenderer with Seal

Checklist for Bidding

Annexure VII

Sr. No.	Pre-qualification criteria	Documents to be provided	Attached (Y/N)	Page No.
1	Terms and conditions mentioned in the Short Tender form have been read and fully accepted			
2	Signed and tenderer seal is affixed on each and every page of filled-in tender form			
3	The Chartered Accountant firm must be registered with the Institute of Chartered Accountants of India (ICAI)	Copy of CA registration Certificate		
4	The Chartered Accountant firm should have been empaneled withthe comptroller and Auditor General of India (C&AG)	Attested copy of empanelment with C&AG with period of empanelment		
5	The bidder should be satisfactorily provided similar services of Auditing and Accounting at Government clients/ Autonomous Bodies/ universities/ Deemed universities, Universities Public sector etc. in India for not less than Three years	Copies of appointment letters / List of clienteles verified by statutory auditor		
6	The bidder must have a minimum average turnover of Rs. 04 lakhs per year in last three consecutive years under the similar services. For this purpose last financial year would be considered as ended on 31.03.2023 (not any later period).	To be certified & validated by Chartered Accountant (CA) of the bidder's organization with name of CA, registration number, signatureand stamp.		
7	Bidder should be registered with Income Tax and Goods & Service Tax department (if applicable)	I. Attested copy of PAN Card II. Attested copy of GST registration certificate		

CEO, CAIE, Gwalior

Signature of Tenderer with Seal

8	The bidder should have a registered office for similar services at Gwalior	Relevant document verifying ownership or legal lease of the registered office as per list of valid address proof documents mandated by Unique Identification Authority ofIndia (UIDAI).		
9	Earnest Money Deposit (EMD) of Rs.3000/-	Attached with technical bid.		
10	Performa of Financial Proposal	Annexure I		
11	Details of Organization Structure of The Bidder	Annexure II		
12	Details of Registration & GST Number:-	Annexure III		
13	Details of Works of Similar Type Executed By The Bidder/Contractor	Annexure IV		
14	Particulars For Refund of EMD To Successful/ Unsuccessful Bidder	Annexure V		
15	Indemnity Bond	Annexure VI		

4/10/24

CEO, CAIE, Gwalior

Signature of Tenderer with Seal