

Gautam Buddha University

Greater Noida – 201 312

Website : www.gbu.ac.in

e-TENDER INVITING NOTICE


e-Tender Advt. No. GBU/S&P/06/2018/5&P-123

14th September 2018

The GBU invites e-Tender from the reputed firms for the following scope of works. The detail information is available on e-portal <http://etender.up.nic.in> and on e-Tender link www.gbu.ac.in.


Sr. No.	Scope of Work	Approx. Cost/ Tender Cost (incl. of GST)/ EMD/ Completion Period	Release date of e-Tender	Closing date & time of e-Tender	Opening date & time of technical bid
1	Maintenance of Landscaping work around Administrative Building, Auditorium, Left & Right Side of Gate No. 1 with Fruit/Green Belt for Two Years - (ZONE - 01)	Rs.59.20 Lacs/ Rs.5900.00/ Rs.1,18,500.00 Two Years	18.09.2018	01.10.2018 Upto 5.00 p.m.	03.10.2018 at 2.30 p.m.
2	Maintenance of Landscaping work around Parivartan Chowk, Mediation and Gate No. 3 Left & Right Side with Boundary Wall for Two Years – (ZONE – 2)	Rs.41.41 Lacs/ Rs.5900.00/ Rs.83,000.00 Two Years	18.09.2018	01.10.2018 Upto 5.00 p.m.	03.10.2018 at 2.30 p.m.
3	Maintenance of various sports grounds for two year- (ZONE – 4)	Rs.28.57 Lacs/ Rs.5900.00/ Rs.58,000.00 Two Years	18.09.2018	01.10.2018 Upto 5.00 p.m.	03.10.2018 at 2.30 p.m.
4	Maintenance of Landscaping work All Boys, Girls Hostels, Shopping Centre & Boundary Wall Gate No. 5 to Anaar Fruit Belt, Workshop, Open Theater and around the Indoor Stadium for Two Years – (ZONE – 7)	Rs.85.79 Lacs/ Rs.5900.00/ Rs.1,72,000.00 Two Years	18.09.2018	01.10.2018 Upto 5.00 p.m.	03.10.2018 at 2.30 p.m.
5	Annual Maintenance of Lighting Systems	Rs.218.246 Lacs/ Rs.5900.00/ Rs.4,40,000.00 One Year	18.09.2018	01.10.2018 Upto 5.00 p.m.	03.10.2018 at 2.30 p.m.
6	CAMC of Solar Water Heating Systems for two years	Rs.35.53 Lacs Rs.5900.00/ Rs.72,000.00 Two years	18.09.2018	01.10.2018 Upto 5.00 p.m.	03.10.2018 at 2.30 p.m.
7	Operation & Maintenance of Water Bodies with Fountains, Softener Plant and Tube wells for Two Years	Rs.74.03 Lacs/ Rs.5900.00/ Rs.1,50,000.00 Two Years	18.09.2018	01.10.2018 Upto 5.00 p.m.	03.10.2018 at 2.30 p.m.
8	O&M of Irrigation System of All Sports Grounds for Two Years	Rs.19.59 Lacs/ Rs.1180.00/ Rs.,40,000.00 Two Years	18.09.2018	01.10.2018 Upto 5.00 p.m.	03.10.2018 at 2.30 p.m.
9	CAMC of Desktops, Laptops, Workstations etc. for three years	Rs.18.179 Lacs.- excl. GST/ Rs.1180.00/ Rs.50,000.00 Three Years	18.09.2018	01.10.2018 Upto 5.00 p.m.	03.10.2018 at 2.30 p.m.

10	CAMC for Integrated Audio Visuals (PUC) System at Main Auditorium for three years	Rs.50.13 Lacs / Rs.1180.00/ Rs.85,000.00 Three Years	18.09.2018	01.10.2018 Upto 5.00 p.m.	03.10.2018 at 2.30 p.m.
11	Procurement of UPS Batteries	Rs.57,17,765.00/ Rs.5900.00/ Rs.1,15,000.00 Four Weeks	18.09.2018	01.10.2018 Upto 5.00 p.m.	03.10.2018 at 2.30 p.m.
12	Microsoft Campus Agreement	Rs.10.96 Lacs – excl. GST/ Rs.1180.00/ Rs.22,000.00 Four Weeks	18.09.2018	01.10.2018 Upto 5.00 p.m.	03.10.2018 at 2.30 p.m.
13	Procurement of FT-IR Spectrometer for DBT Project of Dr. Rajesh Kr. Gupta	Rs.9,29,901.00/ Rs.1180.00/ Rs.19,000.00 Four Weeks	18.09.2018	01.10.2018 Upto 5.00 p.m.	03.10.2018 at 2.30 p.m.
14	Supply, Installation, Testing and Commissioning of NGFW with Three Year Licenses & Support	Rs.59.50 Lacs - excl. GST/ Rs.5900.00/ Rs.1,41,000.00 Three Years	18.09.2018	01.10.2018 Upto 5.00 p.m.	03.10.2018 at 2.30 p.m.
15	AMC of GYM items	Rs.12.397 Lacs – Rs.1180.00/ Rs.25,000.00 Two Years	18.09.2018	15.10.2018 Upto 5.00 p.m.	16.10.2018 at 2.30 p.m.
16	Procurement of 30 TB Storage Device for CCTV	Rs.5.26 Lacs/ Rs.1180.00/ Rs.11,000.00 Four Weeks	18.09.2018	15.10.2018 Upto 5.00 p.m.	16.10.2018 at 2.30 p.m.
17	Procurement of Anti-Virus Software	Rs.11.21 Lacs/ Rs.1180.00/ Rs.22,500.00 Four Weeks	18.09.2018	15.10.2018 Upto 5.00 p.m.	16.10.2018 at 2.30 p.m.
18	Procurement of Lab. Equipment for Material Testing Lab, SoE	Rs.22,08,190.00/ Rs.1180.00/ Rs.45,000.00 Four Weeks	18.09.2018	15.10.2018 Upto 5.00 p.m.	16.10.2018 at 2.30 p.m.
19	Procurement of Lab. Equipment for Structural Analysis Lab-1, SoE	Rs.8,61,000.00/ Rs.1180.00/ Rs.18,000.00 Four Weeks	18.09.2018	15.10.2018 Upto 5.00 p.m.	16.10.2018 at 2.30 p.m.
20	Engagement of Chartered Accountant Firm	Rs.---/ Rs.1180.00/ Rs.10,000.00 Two Years	18.09.2018	15.10.2018 Upto 5.00 p.m.	16.10.2018 at 2.30 p.m.


(Pappan Babu)
Asst. Registrar

Copy to :

1. P.S./Staff Officer to V.C. for kind information to Hon'ble Vice Chancellor please.
2. Registrar for kind information please.
3. Finance Officer/Chairman, T.P.C. & T.O.C. for info. & n.a.
4. Members of T.P.C. & T.O.C. for information and n.a.
5. System Manager for necessary action.
6. Stores & Purchase Officer for necessary action.


Asst. Registrar

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BID FORM

**ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM/LLP FOR MAINTAINING THE
ACCOUNTS OF GBU FOR THE FINANCIAL YEAR 2018-2019& 2019-2020**

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Tender	ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM/LLP FOR MAINTAINING THE ACCOUNTS OF GBU FOR THE FINANCIAL YEAR 2018-2019& 2019-2020
Bid submission date from	18 th September 2018
Pre Bid Meeting date, time & venue	03 rd October 2018 at 11.00 a.m.at Accounts Deptt., Administrative Building GBU
Last date & Time of Bid Submission	15 th October 2018up to5.00 p.m.
Technical Bid Opening Date, Time & Place	16 th October 2018 at2.30 p.m. Venue: Stores & Purchase Office/Registrar's Conference Room, Administrative Building, G.B.U., Gr. Noida. (Bidder/authorized representative of bidders may attend the bid opening proceedings on the above mentioned day and time).
Time of Completion	As per statutory time prescribed by the concerned Govt. deptt.
Earnest Money Deposit Tender Fee	Rs.10,000.00 (Ten Thousand only)- (Refundable) Rs. 1,000.00 + @18% GST = Rs.1180/- (One Thousand One Hundred Eighty Only– incl. of GST) - (Non-refundable)
Bid System	Two Tier : 1) Technical Bid 2) Financial Bid
Bank Account Detail for submission of Tender Fee and Earnest Money Deposit (through NEFT/RTGS only)	Punjab National Bank, Gautam Buddha University, Greater Noida (U.P.) A/C No. 6660000100000681, IFSC Code: : PUNB0666000

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“BIDDER’S PROFORMA”

Name and Address of the firm/LLP (in capital letters)			
Date of incorporation/registration			
Specify the number of years in this line of activity by the company			
PAN registration Number			
GST / IGST registration Number			
Region Name			
Region Code Number			
Empanelment number with CAG			
Turnover in the last three financial years (Figures should be in Indian Rupees in Lakhs ; please attach the certified copies of balance sheet with trading, profit & loss account alongwith Form 3CB AND 3CD. If the figures for 2017- 18 are not available then they may furnish financial statement of year 2014-15.	2015-16	2016-17	2017-18
Provide the postal address, telephone & fax numbers, and email address of the contact person.			
Period of empanelment with CAG which should be at least 5 years as per terms and conditions (attach the proof of continuous Empanelment for first year and the current financial year)	YES/NO		
Date since when the firm has a full time FCA (FCA is must for eligibility of a firm)	YES/NO		
Whether the firm is engaged for maintenance of accounts services to any Educational Govt. Organisation /reputed firm/company out of which two years experience should be of Educational organization. If ‘yes’ details may be given on a separate sheet.	YES/NO		
Whether the firm is implementing quality control Policies and procedures	YES/NO		
Are there any court/arbitration/legal cases against the firm (If yes, give a brief note of the cases indicating its present status)	YES/NO		

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DECLARATION

I / We the partners of M/s _____

Chartered Accountants do hereby jointly and severely verify and declare:-

- (i) That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is not found correct at a later stage or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed thereunder;
- (ii) That the firm proprietor or partners have not been debarred or cautioned by ICAI during the last five years (if cautioned give details);
- (iii) That the firm accepts all the terms and conditions and scope of work attached with the application and shall comply with them strictly.

ACCEPTANCE

I/We accept the above terms and conditions and shall comply with them strictly.

(SIGNATURE OF THE BIDDER)
WITH SEAL

NAME:

ADDRESS :

Tel./Mobile No.:

Email ID :

BANK DETAILS OF FIRM/ LLP, in case of refund of EMD

Bank A/c Name :

Bank Name :

Bank Account No. :

IFSC Code :

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INSTRUCTIONS TO BIDDERS/TENDERERS (ITB/T)

(A) THE TENDER DOCUMENT

The tenderer shall bear all costs associated with the preparation and submission of its e-bid and U.P. Electronics Corporation Ltd, Lucknow and Gautam Buddha University hereinafter referred to as the "University", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the e- bid process.

This tender document is available on the web site <http://etender.up.nic.in> and on Gautam Buddha University website E-link www.gbu.ac.in to enable the tenderers to view, download the e-bid document and submit e-bids online up to the last date and time mentioned in e-tender notice/e-tender document. The tenderer's shall have to pay e-tender document fee of **Rs. 1000.00 + @18%G.S.T. = Rs. 1,180/- (Rupees One Thousand One Hundred Eighty only – incl. of G.S.T.)** through NEFT/RTGS only payable in favour of Gautam Buddha University in the A/C No 6660000100000681, IFSC Code: PUNB0666000, Punjab National Bank, Gautam budh university, Greater Noida. The scanned copy of NEFT/RTGS with transaction ID must be enclosed along with the e-bid. This e- tender document fee will be non-refundable. Bid without tender fee in the prescribe form will not be accepted.

1. Contents of e-bid document

The scope of work, e-bid procedure and contract terms and conditions are prescribed in the e-bid document. The e-bid document includes:

- a) Invitation for e-bid (Advt. & detailed tender notice)**
- b) Section I: Instructions to tenderers.**
- c) Section II: Conditions of contract.**
- d) Section III: Technical e-bid.**
- e) Section IV: Financial e-bid.**

The tenderer is expected to examine all instructions, forms, terms and specifications in the e-bid document. Failure to furnish all information as per the e- bid document or submission of e-bid not responsive to the e-bid document in every respect will be at the tenderer's risk and result in rejection of the said e-bid.

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2. Amendment e-Bid Document

At any time prior to the deadline for submission of e-bid, the University may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, modify the e-bid document by amendments. Such amendments shall be uploaded on the e-procurement website <http://etender.up.nic.in>, and E-link of Gautam Buddha University web site through corrigendum and form an integral part of e-bid document. The relevant clauses of the e-bid document shall be treated as amended accordingly.

It shall be the sole responsibility of the prospective tenderer to check the web site <http://etender.up.nic.in> from time to time for any amendment in the e-tender documents. In case of failure to get the amendments, if any the University shall not be responsible for it.

In order to allow prospective e-tenders a reasonable time to take the amendment into account in preparing their e-bids, the University, at the discretion, may extend the deadline for the submission of e-bids. Such extensions shall be uploaded on the e-procurement website <http://etender.up.nic.in> and E-link of Gautam Buddha University web site.

(B) PREPARATION OF e-Bid

3. Language of e-bid

The e-bid prepared by the tenderer, as well as all correspondence and documents relating to the e-bid exchanged by the tenderer and the University shall be written either in English or Hindi language. The correspondence and documents in Hindi must be accompanied by embedded/separate Hindi font files. Only English numerals shall be used in the e-bid.

4. Documents constituting the e-bid

The e-bid prepared by the tenderer shall comprise the following components:

a) Technical e-bid- Technical e-bid will comprise of :

- i) **Fee details-** It will consist of the cost of tender document and prescribed earnest money in prescribed form.
- ii) **Qualification Details-** Includes copies of required documents in PDF format justifying that the tenderer is qualified to perform the contract if his/her bid is accepted and the tenderer has financial & technical capability necessary to perform the contract and meets the criteria outlined in the Qualification requirement and technical specification and fulfill all the conditions of the contract.

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b) Financial e-bid – Financial e-bid will comprise of:

- i) **Price Schedule/BOQ-** Includes price schedule/BOQ in XLS/PDF format to be filled in after downloading from the e-procurement website for this e-tender.

E-bid form

The tenderer shall complete the e-bid form and the appropriate price schedule/BOQ furnished in the e-bid document.

5. E-bid currencies

Prices shall be quoted in Indian Rupees only.

6. Documents establishing tenderer's Qualification

- 1) The tenderer shall furnish, as part of its technical e-bid, documents establishing the tenderer's qualification to perform the contract if its e-bid is accepted. The documentary evidence should be submitted by the tenderer electronically in the PDF format.
- 2) The documentary evidence of tenderer's qualification to perform the contract if its e-bid is accepted shall be as per qualification requirements specified in e-tender document.

7. E-bid Security/ Earnest money deposit (EMD)

- 1) The tenderer shall furnish, as part of its e-bid, an e-bid security/EMD of **Rs.10,000.00 (Ten Thousand only)**-in form of NEFT/RTGS only in favor of Gautam Buddha University in the A/C No. 6660000100000681, IFSC Code: : PUNB0666000, Punjab National Bank, Gautam Buddha University, Greater Noida. The scanned copy of the NEFT/RTGS receipt of e-bid security/EMD with transaction ID must be submitted along with the e-bid.
- 2) Any e-bid not secured in accordance with above shall be treated as non-responsive and rejected by the University.
- 3) Unsuccessful tenderer's e-bid EMD will be returned only after the award letter issued to the successful tenderer.
- 4) The successful tenderer's e-bid EMD will be converted into security upon the tenderer signing the contract.

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8. The e-bid security may be forfeited:

- a) If tenderer (i) withdraws its e-bid during the period of e-bid validity specified by the tenderer on the e- bid form: or (ii) does not accept the correction of errors or (iii) modifies its e-bid price during the period of e-bid validity specified by the tenderer on the form.
- b) In case of a successful tenderer, if the tenderer fails to sign the contract (if required) with the University.

9. Period of validity of e-bid

1. e-bid shall remain valid for 180 days after the date of e-bid opening prescribed by the University. An e-bid valid for a shorter period shall be rejected by the University as non-responsive.
2. In exceptional circumstances, the University may solicit the tenderer's consent to an extension of the period of e-bid validity. The request and the response thereto shall be may in writing. A tenderer may refuse the request without forfeiting its e-bid security. A tenderer granting the request will not be required nor permitted to modify its e-bid.

10. Formats and Signing of e-Bid.

1. The tenderer shall prepare one electronic copy of the technical e-bid and financial e-bid separately.
2. The e-bid document shall be digitally signed, at the time of uploading, by the tenderer or a person or persons duly authorized to bid the tenderer to the contract. The letter of authorization shall be indicated by a scanned copy of written power-of attorney accompanying the e-bid. All the pages/documents of the e-bid that are to be uploaded shall be digitally signed by the person authorized to sign the e-bid.

11. Submission of e-bid

The bid submission module of e-procurement website <http://etender.up.nic.in> enables the tenderers to submit the e-bid online in response to this e-tender published by the University. Bid submission can be done only from the bid submission start date and time till the bid submission and date and time given in the e-tender. Tenderers should start the bid submission process well in advance so that they can submit their e-bid in time. The tenderer should submit their e-bid considering the server time displayed in the e- procurement website. This server time is the time by which the e-bid submission activity will be allowed till the permissible time on the last/end date of submission indicated in the e-tender

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schedule. Once the e-bid submission date and time is over, the tenderers cannot submit their e-bid. For delay in submission of e-bid due to any reasons, the tenderers shall only be held responsible.

12. The tenderers have to follow the following instructions for submission of their e-bid:

- 1) For participating in e-bid through the e-tendering system it is necessary for the tenderers to be the registered users of the e-procurement website <http://etender.up.nic.in>. The tenderers must obtain a user login Id and password by registering themselves with U.P. Electronics Corporation Ltd., Lucknow if they have not done so previously for registration.
- 2) In addition to the normal registration, the tenderer has to register with his/her digital signature certificate (DSC) in the e-tendering system and subsequently he/she will be allowed to carry out his/her e-bid submission activities. Registering the digital signature certificate (DSC) is a one-time activity. Before proceeding to register his/her DSC, the tenderer should first log on to the e-tendering system using the user login option on the home page with the login Id and password with which he/she has registered.
 - a. For successful registration of DSC on e-procurement website <http://etender.up.nic.in> the tenderer must ensure that he/she should possess class-2/class-3 DSC issued by any certifying authorities approved by controller of certifying authorities, Government of India, as the e-procurement website <http://etender.up.nic.in> is presently accepting DSC issued by these authorities only. The tenderer can obtain user login Id and perform DSC registration exercise above even before e-bid submission date starts. The University shall not be held responsible if the tenderer tries to submit his/her e-bid at the moment before end date of submission but could not submit due to DSC registration problem.
- 3) The tenderer can search for active tenders through "search active tenders" link, select a tender in which he/she is interested in and then move it to 'My Tenders' folder using the options available in the e-bid submission menu. After selecting and the tender, for which the tenderer intends to e-bid, from "My tenders" folder, the tenderer can place his/her e-bid by clicking "pay offline" option available at the end of the view tender details form, Before this, the tenderer should download the e-tender document and price schedule/bill of quantity (BOQ) and study them carefully. The tenderer should keep all the documents ready as per the requirements of e-tender document in the PDF format except the price schedule /bill of quantity (BOQ) which should be in the XLS/PDF format.

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- 4) After clicking the 'pay offline' option, the tenderer will be redirected to terms and conditions page. The tenderer should read the terms & condition before proceeding to fill in the tender fee and EMD offline payment details. After entering and saving the tender fee and EMD details form so that "bid document preparation and submission " window appears to upload the documents as per technical (fee details, qualification details, e-bid form and technical specification details) and financial (e-bid form and price schedule/BOQ) schedules/packets given in the tender details. The details of the NEFT/RTGS should tally with the details available in the scanned copy and the date entered during e-bid submission time otherwise the e-bid submitted will not be accepted.
- 5) Next the tenderer should upload the technical e-bid documents for fee details (e-tender fee and EMD), Qualification details. Before uploading, the tenderer has to select the relevant digital signature certificate. He may be prompted to enter the digital signature certificate password, if necessary. For uploading, the tenderer should click "browse" button against each document label in technical and financial schedules/packets and then upload the relevant PDF/XLS files already prepared and stored in the tenderer's computer. The required documents for each document label of technical (fee details, qualification details, e-bid form and technical specification details) and financial (e-bid form and price schedule/BOQ) schedules/packets can be clubbed together to make single different files for each label.
- 6) The tenderer should click "Encrypt" next for successfully encrypting and uploading of required documents. during the above process, the e-bid document are digitally signed using the DSC of the tenderer and then the documents are encrypted/locked electronically with the DSC's of the bid openers to ensure that the e-bid documents are protected, stored and opened by concerned bid openers only.
- 7) After successful submission of e-bid document, a page giving the summary of e-bid submission will be displayed confirming end of e-bid submission process. The tenderer can take a printout of the bid summary using the "print" option available in the window as an acknowledgement for future reference.
- 8) University reserves the right to cancel any or all e-bids without assigning any reason.

13. Deadline for submission of e-bid

E-Bid (Technical and financial) must be submitted by the tenderer at e-procurement website <http://etender.up.nic.in> not later than the time specified on the prescribed date (as the server time displayed in the e-procurement website).The University may, at its discretion, extend this deadline for submission of e-bid by amending the e-bid document, in which case

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all rights and obligations of the University and tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.

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14. Late e-bid

The server time indicated in the bid management window on the e- procurement website <http://etender.up.nic.in> will be the time by which the e-bid submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-bid submission date and time is over, the tenderer cannot submit his/her e-bid. Tenderer has to start the bid submission well in advance so that the submission process passes off smoothly. The tenderer will only be held responsible if his/her e-bid is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during e-bid submission process.

15. Withdrawal and resubmission of e-bid

- 1) At any point of time, a tenderer can withdraw his/her e-bid submitted online before the bid submission end date and time. For withdrawing the tenderer should first log in using his/her login id and password and subsequently by his/her digital signature certificate on the e-procurement website <http://etender.up.nic.in>. The tenderer should then select "My bids" option in the bid submission menu. The page listing all the bids submitted by the tenderer will be displayed. Click "View" to see the details of the bid to be withdrawn. After selecting the "bid withdrawal" option the tenderer has to click "Yes" to the message "Do you want to withdraw this bid?" displayed in the bid information window for the selected bid. The tenderer also has to enter the bid withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The tenderer has to confirm again by pressing "OK" button before finally withdrawing his/her selected e-bid.
- 2) No e-bid may be withdrawn in the interval between the deadline for submission of e-bids and the expiration of period of e- bid validity. Withdrawal of an e-bid during this interval may result in the tenderer's forfeited of his/her e-bid security.
- 3) The tenderer can re-submit his/her e-bid as when required till the e-bid submission end date and time. The e-bid submitted earlier will be replaced by the new one. The payment made by the tenderer earlier will be used for revised e-bid and the new e-bid submission summary generated after the successful submission of the revised e-bid will considered for evaluation purposes. For resubmission, the tenderer should first log in using his/her login Id and password and subsequently by his/her digital signature certificate on the e-procurement website <http://etender.up.nic.in>. The tenderer should then select "My bids" option in the bid submission menu. The page listing all the bids submitted by the

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tenderer will be displayed. Click "View" to see the detail of the e-bid to be resubmitted. After selecting the "bid resubmission" option, click "Encrypt & upload" to upload the revised e-bids documents.

- 4) The tenderer can submit their revised e-bids as many times as possible by uploading their e-bid documents within the scheduled date & time for submission of e-bids.
- 5) No e-bid can be resubmitted subsequently after the deadline for submission of e-bids.

16. Opening of technical e-bid by the University

- 1) The University will open all technical e-bids, in the presence of tenderer's representatives who choose to attend on the prescribed date of opening at Stores & Purchase Office/Registrar's Conference Room, Administrative Building, Gautam Buddha University, Greater Noida. The tenderer's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date e-bid opening being declared a holiday for the University, the e-bids shall be opened at the appointed time and place on the next working day. The tenderer who is participating in e-bid should ensure that the NEFT/RTGS of Tender Fee and EMD must be submitted in the prescribed account of GBU within the duration (strictly within opening & closing date and time of individual e-bid) of the work as mentioned in tender notice, otherwise, in any case, bid shall be rejected.
- 2) The tenderers names and the presence or absence of requisite e-bid security and such other details as the University at its discretion may consider appropriate, will be announced at the opening. The names of such tenderers not meeting the technical specifications and qualification requirement shall be notified subsequently.
- 3) The University will prepare minutes of e-bid opening.

17. Opening of financial e-bid

- 1) After evaluation of technical e-bid, through the evaluation committee the University shall notify those tenderers whose technical e-bids were considered non responsive to the conditions of the contract and not meeting the technical specifications and qualification requirements indicating that their financial e-bids will not be opened. The University will simultaneously notify the tenderers, whose technical e-bids were

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considered acceptable to the University. The notification may sent by e-mail provided by bidder.

- 2) The financial e-bids of technically qualified tenderers shall be opened in the presence of tenderers who choose attend and for opening of financial bids will be communicated to the technically qualified tenderers subsequently after completion of technical bids evaluation through e-mail provided by the bidder. The name of tenderers, percentage, price quoted for various items etc. will be announced at the meeting.
- 3) The University will prepare the minutes of the e-bid opening.

18. Clarification of e-Bid

During evaluation of e-bid, the University may, at its discretion, ask the tenderer for a clarification of his/her e-bid. The request for clarification shall be in writing.

(C) Evaluation of technical e-Bid and Evaluation Criteria

19. The University will examine the e-bid to determine they are complete, whether they meet all the conditions of the contract, whether required e-tender fee, e-bid security and other required documents have been furnished, whether the documents have been properly digitally signed, and whether the e-bids are generally in order. Any e-bid or e-bids not fulfilling these requirements shall reject.

- 1) All e- bids submitted shall also include the following:

(i) **Certified copies of relevant pages of following documents;**

- (a) Memorandum and article of association showing objectives of the Company/firm and authority to sign the e-bid/contract or delegate the power to other for signing the e-Bid/contract.

- (b) Place of registration.

- (c) The power-of –attorney authorizing the tenderer to sign the e-bid/contract.

The e-Bids of the tenderers not submitting certified copies mentioned above documents shall be rejected.

- 2) It shall be the discretion of the University to decide as to whether an e-bid fulfils the evaluation criterion mentioned in this e-tender or not.

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- 3) The tenderer are advised not to mix financial bid documents with the PDF documents submitted for technical bid. The e-bids of the tenderers having financial bid document in the technical bid will out rightly be rejected.

20. Contacting the University

- 1) No tenderer shall contact the University on any matter relating to his/her e-bid, from the time of the e-bid opening up to the time the contract is awarded. If the tenderer wishes to bring additional information to the notice of the University, he/she can so in writing.
- 2) Any effort by a tenderer to influence the University in its decisions on e-bid evaluation, e-bid comparison or contract award may result in rejection of the tenderer's e-bid.
- 3) In the event of any information furnished by the agency is found false or fabricated the minimum punishment shall be debarred /blacklisting from Gautam Buddha University, Greater Noida works and legal proceeding can also be initiated.

(D) AWARD OF CONTRACT

21. AWARD CRITERIA

The University will award the contract to the lowest evaluated successful tenderer whose bid has been determined to be responsive to all the conditions of the contract and meeting the technical specification and qualification requirement of the bidding document.

22. University's right to accept any e-bid and to reject any or all e-bids

The University reserves the right to accept or reject any e-bid, and annul the e-bid process and reject all e-bids at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers.

23. Legal Proceedings

All legal proceedings, if necessity arises to the University may be any of the parties (University or Contractor/Supplier) shall have to be lodged in the courts situated at Distt. Gautam Budh Nagar and not elsewhere.

24. Notification of award

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1. Prior to the expiration of the period of e-bid validity, the University will notify the successful tenderer in writing by letter/e-mail/fax, that its e-bid has been accepted.
2. The notification of award will constitute the formation of the contract.

25. Signing of contract

At the same time as the University notifies the successful tenderer that its e-bid has been accepted, the successful tenderer shall have to sign the contract agreement with relevant document as mentioned in above Clause 7. The agreement draft along with other related terms and conditions will be same as furnished in e-tender. Any refusal will not be allowed. The bidders need not to download and submit in hard copies of these documents.

26. For the visiting contractors of this tender document

- The contractors/firm/bidders who are interested to participate in tender are requested to get them registered and get their signature digitalized with UP Electronics Corporation, 10, Ashok Marg, Lucknow by depositing prescribed fee. The agencies/contractors registered shall be allowed to participate only in e-tenders floated after their registration.

Registrar
GBU Greater Noida

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List of Documents to be submitted online (Eligibility Criteria)

The details of scanned documents to be submitted online within the duration (strictly within date and time of opening & closing of individual e-bid) of the work as mentioned in tender notice, otherwise, in any case, bid shall be rejected.

1. TECHNICAL BID

- i. Tender fee through NEFT/RTGS only in prescribed account of Gautam Buddha University of **Amount Rs. 1,000.00 + @18% GST= Rs.1,180/- (Rupees One Thousand One Hundred Eighty Only-incl. of GST)** as per terms and conditions scan copy in online.
- ii. Earnest Money through NEFT/RTGS only in prescribed account of Gautam Buddha University of **Amount Rs.10,000.00 (Rupees Ten Thousand only)**-as per terms and conditions scan copy in online.
- iii. Duly filled up bidder's Performa(**page no. 3 & 4**) appended with the tender.
- iv. Proof of works done during the last four financial years should be submitted.
- v. Audited balance sheet counter signed by C.A. for last three financial years clearly indicating turnover of rupees 25 lacs p.a. excluding service tax & GST.
- vi. List of Accounts staff with their qualification professional experience and length of the service with the firm Affidavit duly notarized on min. Rs. 10/- non judicial stamp paper.
- vii. Original copy/Attested copy of the partnership deed if it is a partnership firm and Attested copy of registration certificate in case of company, sole proprietorship declaration in case of sole proprietorship firm.
- viii. Authority letter in firm's letterhead not more than one year old of the firm/tenderer in favour of the person who has submitted the documents with telephone No. and complete postal address and Email address.
- ix. Non judicial stamp paper of Rs.100.00 (Rupees one hundred only) of U.P. along with Rs. 1.00 revenue stamp. Stamp paper should be of Uttar Pradesh state only otherwise the bid shall be treated as disqualified.
- x. PAN Certificate of the Firm/LLP.
- xi. The tenderer should submit the G.S.T. /I.G.S.T registration certificate.
- xii. The vendor shall submit an affidavit (duly notarized) on Rs.10/- stamp paper to the effect that the firm has never been blacklisted by any Government organization including Universities, Institutions and Colleges.

2. PRICE BID

Price bid duly filled in all respects in e-tender.

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GENERAL TERMS AND CONDITIONS

1. The EMD of the successful bidder will be refunded after getting the “Performance Security Deposit (i.e. 10% of PO/WO value)”. The Performance Security Deposit shall be deposited in the form of FDR/Bank Guaranty only, pledged in favour of “Gautam Buddha University” and should be valid for whole contract period. The PSD will be returned only after expiry of the successful contract period. The EMD of the unsuccessful bidders will be returned to the firm(s) immediately after finalization of the tenders. No interest will be paid on EMD in any case
2. Offered prices should be valid for at least 180 days from the last date of receipt of tenders.
3. No advance payment shall be released in any case. The payment shall be released on MONTHLY on the basis of satisfactory working conditions only.
4. No increase in price will be allowed after our work order(s) are placed.
5. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
6. Conditional tenders will not be accepted.
7. GBU reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
8. All legal proceedings, if necessity arises to the University may be any of the parties (University or Contractor/Supplier) shall have to be lodged in the courts situated at Distt. Gautam Budh Nagar and not elsewhere.

SPECIAL TERMS AND CONDITIONS GOVERNING TENDER

Term of the Contract and extension thereon.

The Contract shall remain in force for the financial year 2018-2019& 2019-2020. The University shall have the right to terminate the contract forthwith and to forfeit the Security Deposit/Bank Guarantee, if the work is found unsatisfactory at any time or for violation of any clause of the contract. If the university desires to extend the time of the contract, it may so with the written consent of the firm, the rates approved in the agreement shall be the same and there will be no escalation in rates.

University to be indemnified by the firm/LLP

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It is a term of this contract that the University shall remain fully indemnified against all liabilities arising due to non-compliance or delay in compliance with any statutory obligations in respect of persons deputed in the University by the firm/LLP or for any reason, whatsoever.

When Contract can be Determined

Subject to other provisions contained in this contract, the Registrar may, without prejudice to his any other rights or remedy against the firm/LLP in respect of any delay, inferior or deficient service, any non-compliance of laws and/or rules in respect of the persons deputed in the University for providing any category of service, any claims for damages and/or any other provisions of this contract or otherwise, and whether the date of completion has or has not elapsed, by notice, in writing, absolutely determine the contract in any of the following cases:-

- i. If the firm/LLP having been given by the Registrar a notice in writing to rectify, replace any defective service or unsatisfactory persons performing in an inefficient, neglectful or otherwise improper manner, fails to comply with the requirement of such notice for a period of seven days of its receipt thereafter.
- ii. If the firm/LLP being a company, shall pass a resolution or the Court of Law shall make an order that GBU shall be wound up or if a receiver or a manager on behalf of a creditor shall be appointed or if circumstances shall arise which entitle the Court or the creditor to appoint a receiver or a manager or which entitle the Court to make a winding up order.
- iii. If the firm/LLP has, without reasonable cause, suspended the provision of service or has failed to proceed with the work with due diligence so that in the opinion of the University, which shall be final and binding will be unable to provide the requisitioned service and continues to do so after a notice in writing of seven days from the Registrar.
- iv. If the firm/LLP fails to provide the requisitioned service within the stipulated period specified in a notice given in writing in that respect by the Registrar.
- v. If the firm/LLP persistently neglects to carry out his obligations under the contract and/or commits default of the terms and conditions of the contract and does not remedy it or take effective steps to remedy it within 07 days after a notice in writing is given to him in that respect by Registrar.
- vi. For such other just and cogent reason.

When the firm/LLP has made himself/herself liable for action under any of the aforesaid clauses, University shall have powers:-

- a) To determine or rescind the contract as aforesaid (of which termination or rescission notice in writing to the firm/LLP under the hand of the Registrar or the authorized Officer of the University) shall be conclusive evidence. Upon such determination or rescission

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the full security deposit recoverable under the contract shall be liable to be forfeited and shall be absolutely at the disposal of the University.

- b) After giving notice to the firm/LLP to work out the extent of service provided and to take such whole, or the balance or part thereof as shall be unexecuted and to give it to another firm/LLP to complete, in which case, all expenses, which may be incurred in excess of the sum which would have been paid to the original firm/LLP, if the whole service had been executed by him/her, (the amount of which excess the certificate in writing of the Registrar shall be final and conclusive) shall be borne and paid by the original firm/LLP and may be deducted from any money due to him by University under the contract or on any other account whatsoever or from his security deposit or the proceeds of sales thereof or a sufficient part thereof as the case may be. If the expenses incurred by the University are less than the amount payable to the firm/LLP at his agreement rates, the difference shall not be paid to the firm/LLP.
- c) The details of penalty to be imposed are mentioned separately.

Firm/LLP liable to pay compensation.

The Firm/ LLP shall be under obligation to compensate the University for any loss / damages suffered by it for any of the act / omission of the Firm/ LLP. However, in any case in which any of the powers conferred upon the Registrar by Clause thereof, shall have become exercisable and the same are not exercised, the non exercise thereof shall not constitute a waiver of any of the conditions hereof and such powers shall notwithstanding be exercisable in the event of any future case of default by the firm/LLP and the liability of the firm/LLP for compensation shall remain unaffected.

Time Allowed and Extension thereof .

The time is the essence of the present documents and contract to be executed in furtherance, the Firm/ successful Firm shall be duty bound to adhere to the time schedule prescribed. If the firm/LLP commits default in execution of any activity as aforesaid, University shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the firm/LLP earnest money and/or security deposit absolutely.

- a. If the delay is due to : -
 - i. force majeure, or

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- ii. abnormally bad weather, or
- iii. serious loss or damage by fire, or
- iv. civil commotion, local commotion of workmen, strike or lockout, affecting any of the trades employed for requisitioned service
- v. Any other cause which, in the absolute discretion of the Registrar is beyond the Firm/Firm's control.

Then upon the happening of any such event causing delay, the firm/LLP shall immediately give notice thereof in writing to the Registrar but shall nevertheless use constantly his/her best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Registrar to proceed with the requisitioned service.

- b. Request for extension of time, to be eligible for consideration, shall be made by the firm/firm in writing within two days of the happening of the event causing delay on the prescribed form. The firm/firm may also, if practicable, indicate in such request the period for which extension is desired.
- c. In any such case the Registrar may give a fair and reasonable extension of time. Such extension shall be communicated to the firm/firm. Non application by the firm/firm for extension of time shall not be a bar for giving a fair and reasonable extension by the Registrar and this shall be binding on the firm/firm.

Action where no specification is given:-

In the case of any class of work for which there is no specification in the contract, such work shall be carried out in accordance with the detailed CPWD/UPPWD or as per the instructions of the Engineer in charge.

Foreclosure or Reduction in Scope of Contract

If at any time after acceptance of the tender University shall decide to abandon or reduce the scope of the contract for any reason whatsoever and hence not require whole or any part of the service to be provided, the Registrar shall give notice in writing to that effect to the firm/firm who shall act accordingly in the matter. The firm/firm shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which the firm/firm might have derived from the services in full but which would not be derived as a consequence of the foreclosure of the whole or part of the contract and/or reduction in scope of the contract.

Cancellation of the contract in full or part and penalty clauses:-

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If the firm/LLP fails to provide services or providing defective services at any particular time in full or part thereof, the penalty shall be imposed as per prevailing rules and regulations of ICAI.

In addition of the above if the firm-

- a. fails to complete the requisitioned service within the time frame specified in the contract, and does not do so within the period specified in a notice given in writing in that behalf by the Registrar; or
- b. shall offer or give or agree to give to any person in University service or to any other person on his/her behalf any gift or consideration of any kind as an inducement or reward or future promise for doing or forbearing to do or for having done or forborne to do any action relation to the obtaining or execution of this or any other contract for University; or
- c. shall obtain a contract with the University as a result of wrong tendering or other non-bonafide methods of competitive tendering; or
- d. In case of failure in deployment of staff in building areas at GBU Campus or absenteeism of staff the penalty will be imposed double to the amount of normal payment on daily wages.
- e. Trained and well experienced staff will be allowed at site.

The University may, without prejudice to any other right or remedy which shall have accrued or shall accrue hereafter, by a notice in writing, cancel the contract as a whole or part of the Contract.

The Registrar shall, on such cancellation, have powers to carry out the incomplete requisitioned service be completed by all means at the risk and cost of the firm/firm in default.

Suspension of Work

The firm/LLP shall, on receipt of the order in writing by the Registrar (whose decision shall be final and binding on the firm/LLP) suspend the requisitioned service or any part thereof for such time and in such manner as the Registrar may deem fit. Such suspension may/may not be revoked on the discretion of the University and the firm/LLP will have no claim in this respect whatsoever.

No Subletting

The contract shall not be assigned or sublet under any circumstances and if the firm/LLP assigns or sublets its/his/her contract, or attempt to do so the same would accrue right upon the University to terminate the contract of the firm/ LLP.

Settlement of disputes & Arbitration

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All the disputes between the parties to the Tender / NIT/ Contract shall be resolved through the process of arbitration to be commenced under the provisions of the Arbitration and Conciliation Act 1996. The Arbitrator shall be appointed by the Vice Chancellor of the University. The place of Arbitration would be at District Gautam Budh Nagar.

Scope of work:-

1. Maintenance of subsidiary accounts books of the GBU in tally software such as Journal, Ledger, Cash book, Trial Balance and Preparation of Balance Sheet for statutory audit. If any discrepancy is noticed by the firm, the same may be pointed out in order to remove the same.
2. GST consultancy, filling of GST returns in the concerned deptt. well in time for which no separate professional charges will be paid and only filing fee will be charged.
3. TDS consultancy, filling of E-TDS Returns in Income Tax Department well in time for which no separate professional charges will be paid and only filing fee will be charged. Providing of TDS Certificates (Form No. 16 & 16 A) for which no separate professional charges will be charged.
4. Monthly reconciliation of accounts with various banks and submission of accounts-wise Monthly Reconciliation Statement to GBU will be done regularly. Monthly Review Meeting between the CA Firm and GBU officers will be held in the two days at the end of the each month.
5. Handling all Scrutiny Cases of GBU including previous years in the income Tax Department regarding Income Tax and TDS Correspondence at the level of Income Tax Department. It is also clarified that no separate professional charge will be paid.
6. Responsibility of deduction of TDS will lie with the firm in case payments are made after the clearance by CA which will either be confirmed by C.A. or its representative sitting in GBU office in writing.
7. The whole time employee of CA firm will work and sit in the office of GBU for all working days during office hours on tally Software for doing the entrusted Accounting work of GBU.
8. Either party can terminate these arrangements by giving four months prior notice i.e. prior to December in writing without assigning any reason and without payment of any compensation thereof.
9. Maintaining the proper register/record in respect of object-wise Budget and Expenditure as per approved budget.
10. Preparation of any financial reports required to competent authority.
11. Report on referred files.
12. Any other assignment given by Finance Department from time to time.

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DEFINITIONS

(For terms used in this contract Document)

1. “The Contract” means the documents forming the tender and acceptance thereof and the formal agreement executed between the Gautam Buddha University, Greater Noida, Dist. G.B. Nagar (U.P.) through its authorized officer as one part and the Firm/LLP as the other part, together with the documents referred to therein including the conditions, terms, specifications and instructions issued by the University from time to time and all these documents taken together shall be deemed to form one contract and shall be complementary to one another.
2. “Firm/firm” means the eligible party or organization whose tender is accepted in full or in part by the University as per contract document.
3. “University/GBU” means Gautam Buddha University, Greater Noida, Dist. G.B. Nagar (U.P.). Pin-201312
4. For the purpose of this document “PAN” means Permanent Account Number allotted by the Income Tax Department in the name of Firm/Firm for taxpaying.

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FINANCIAL BID

FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM/LLP FOR MAINTAINING THE ACCOUNTS OF GBU FOR THE FINANCIAL YEAR 2018-2019 & 2019-2020

1	Name of the Firm	:
2	Address of the Firm	:
3	Telephone No.	:
4	E-mail ID alternate e-mail ID	:
5	Fax Number	:
6	Mobile No. and alternate Mobile No.	:
7	Monthly Financial Bid of Professional	: (in figures)
	Fee/Charges for this work	: (in words)

(SIGNATURE OF THE BIDDER)

WITH SEAL

NAME:

Tel./Mobile No.:

Email ID :