

Bid Ref. No. Fin.-XI/315/C.A./2024-25/11

Cost: NIL

UNIVERSITY OF DELHI
DELHI-110007
www.du.ac.in



Tender for carrying out the Accounting and Taxation Work of University of Delhi.

e-TENDER DOCUMENT

UNIVERSITY OF DELHI
FINANCE-XI

Room No: 322 3rd floor, New Administrative Block, University of Delhi,
Delhi-110007

Telephone: 011-27001202 and
Email: financexiroom322@gmail.com
so_finance11@admin.du.ac.in

E-PROCUREMENT TENDER NOTICE

Ref. No. Fin.-XI/315/C.A./2024-25/11

Dated: 21/10/2024

University of Delhi invites tender under Two Bids e-procurement system (Technical and Financial) from Chartered Accountant Firm (hereafter referred as "Firm or C.A. Firm") registered with the Institute of Chartered Accountants of India as well as empanelled with the C &AG, for carrying out the accounting and Taxation work of University of Delhi.

Item	Details/Date
EMD Amount	1,00,000/-
Online Bid Document Download Start Date	22.10.2024
Pre-Bid Meeting	06.11.2024
Online Bid Submission Start Date	23.10.2024
Online Bid Submission End Date	25.11.2024
Online Bid Opening Date (Technical)	26.11.2024

Notes:

- I. Details regarding the tender are available on website of University of Delhi www.du.ac.in, GeM Portal and <https://eprocure.gov.in/eprocure/app>. Tender document may be downloaded from above mentioned websites. Bidders are therefore, requested to visit the websites regularly to keep themselves updated. Any Addendum/Corrigendum will be displayed on the aforesaid websites only.
- II. Manual bids shall not be accepted.
- III. For submission of e-Bids, bidders are required to get themselves registered with <https://eprocure.gov.in/eprocure/app>.
- IV. The EMD should reach the Section Officer, Finance-XI, Room no. 322, 3rd Floor, New Administrative Block, University of Delhi, Delhi-110007 before the closing date i.e. 25.11.2024 up to 4.00 P.M. failing which offer will be liable for rejection. Bidder, however have to attach scanned copy of EMD document along with their technical Bid.
- V. Clarification/queries, if any, can be addressed to the Section Officer (Finance-XI) on telephone no. 011-27001202 and e-mail: so_finance11@admin.du.ac.in & financexiroom322@gmail.com

FINANCE OFFICER

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INTRODUCTION

The University of Delhi, established in 1922 as a unitary, teaching and residential University by the Act of the then Central Legislative Assembly, a strong commitment to excellence in teaching, research and social outreach has made the University a role-model and trend setter for other universities. The University of Delhi is a premier university of the country with a venerable legacy and international acclaim for highest academic standards, diverse educational programmes, distinguished faculty, illustrious alumni, varied co-curricular activities and modern infrastructure. Its long-term commitment to nation building and unflinching adherence to universal human values are reflected in its motto: 'Nishtha Dhriti Satyam' (Dedication, Steadfastness and Truth). Drawing students and faculty from across India and abroad, the University has emerged as a symbol of excellence, integrity and openness of mansa (thought), vaacha (speech) and karmana (action).

The scope of work and terms and conditions for Request for Proposal is as given below:

1) Scope of Work

(A) Accounting Work:

- (i) Feeding of all receipts, payments and journal vouchers including Project Accounts (approx. 1.50 lakh vouchers/entries for both North and South Campus annually) in Tally Software at North Campus as well as South Campus on **daily basis**.
- (ii) Preparation and finalization of Annual Accounts of the University of Delhi for three Financial Years i.e. from Financial Year 2025-26 to 2027-28 on accrual accounting basis comprising the accounts of North Campus, South Campus, Dr. B.R. Ambedkar Centre for Bio-medical Research, Halls & Hostels and Guest Houses.
Note: - The accounts of Dr. B.R. Ambedkar Centre, Halls & Hostels and Guest Houses are though prepared and provided by each of them but need verification/ reconciliation for inclusion in the University's Account.
- (iii) The firm should finalize the Annual Accounts of the University (in the prescribed format) for each Financial Year within two months from end of the Financial Year i.e. by 31st May. The annual accounts with its statements and annexures duly certified and verified by the CA firm shall be submitted in the form of hard and soft copies. The firm is expected to make best efforts to finalize the accounts as early as possible and to report non-receipt of records/information from any Department/Branch within the due time to the Finance Officer.
- (iv) The firm should also prepare and submit half yearly Balance Sheet (as on 30th September) of the University along-with details of loan/advance and liabilities outstanding, latest by 31st October every year.

(B) Taxation Work:

- (i) Complete GST work including filing of all GST Returns, preparation of data and reconciliation/correction in filled GST returns, assessment, reply to notice and attending/representing University in any proceeding/assessment, pertaining to any financial year.
- (ii) Complete Income Tax related work including Filing of Income Tax Return, correction, revision, reply to notices and attending/representing university in any proceeding/assessment of Income Tax, if any, pertaining to any financial year.
- (iii) TDS returns will be filed by the University Staff while C.A. Firm should verify and certify TDS returns and inform the concerned Finance Section if any discrepancy has been found in the TDS returns (current or previous years) and if any notices/demands will be issued by the Department, the correction, revision, reply to notices etc. shall be made by C.A. Firm. (Total numbers of entries for TDS returns in financial year **2023-24 was approx. 24,984**).

- (iv) Issues/Filing of Income Tax form 15CA/15CB.

(C) Other related work

- (i) Opinion/Queries on GST, TDS, Income Tax and Accounting matters.
(ii) To conduct one training programme of at least 2 hours on Taxation and Accounting in the University in every quarter.

2) Eligibility criteria for the Firms

1. The firm should be registered with the Institute of Chartered Accountants of India and should be empanelled with office of the Comptroller and Auditor General of India (C&AG) for conducting audit and accounting work of PSU/PSE.
2. The firm should have a PAN.
3. The firm should have a Goods & Services Tax (GST) Number.
4. The CA firm should have at least three full time partners on the date of tender submission.
5. The CA firm should have successfully carried out preparation and finalization of annual accounts of Central Government funded Higher Education Institutions/PSU/Autonomous Body/Govt. Body in at least one financial year during the last five completed financial years. The annual turnover of the Central Higher Education Institution /PSU/Autonomous Body/Govt. Body whose accounts were prepared by the CA firm should had been more than Rs. 100 crore or above in that year.
6. The CA firm should have the Head office/Branch office in Delhi (NCR).
7. The Annual turnover/ revenue of the CA firm shall not be less than Rs. 2.00 Crore in each year during last three financial years i.e.2023-24, 2022-23& 2021-22.
8. The CA firm should not be blacklisted or barred by any Ministry or its Department/Autonomous Body/PSU/Institute of Higher Education/Govt. Body during last five years.
9. No disciplinary action has been taken against its existing partners in past and no disciplinary enquiry is pending against any of its partners during last five years by the Institute of Chartered Accountants of India/NFRA.
10. Earnest Money Deposit (hereinafter referred to as EMD) amounting to Rs. 100000/- through Demand Draft/FDR in favour of the Registrar, University of Delhi, Delhi-110007 is to be submitted to the Section Officer Finance-XI, Room No. 322, 3rd Floor, New Administrative Block, North Campus, Delhi-110007 by stipulated date as mentioned on page no. 2 of the document. Bidder seeking exemption from Bid Security under Rule 170 of GFR-2017 shall submit Bid Securing declaration as per **Annexure-IV**, as well as other documents in support of their claim being an MSME along-with bid.

3) Documents to be submitted along with Technical Bids.

1. A copy of Registration Certificate issued by ICAI.
2. A copy of certificate issued by the O/o the C &AG regarding empanelment.
3. A copy of PAN card.
4. A copy of Goods & Services Tax (GST) Number.
5. A list containing detail of Partners.
6. A copy of audited balance sheet of the organization whose account was prepared by the C.A. Firm.
7. Copy of audited Balance Sheet of the C.A. firm for last three years.
8. List of main clients of the firm along with their address and telephone numbers & nature of work performed.
9. A tender acceptance letter as per **Annexure-III**.

10. EMD/Bid Security declaration in lieu of EMD as per **Annexure-IV**.

4) Bid Submission

- I. "Technical Bid" shall comprise of all documents as per **Annexure-I**.
- II. "Financial Bid: shall comprise of the price bids of the items included in **Annexure-II**.
- III. Tender acceptance letter must be signed by the authorized signatory of the bidder with seal as per **Annexure-III**
- IV. Conditional tenders will not be accepted.
- V. Manual bids shall not be accepted.
- VI. Bids shall be submitted online at CPP portal: <http://eprocure.gov.in/eprocure/app>.
- VII. Bidders are advised to follow the instructions provided in the "instructions to the bidder for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <http://eprocure.gov.in/eprocure/app>.
- VIII. Bidder who has downloaded the tender from the University website www.du.ac.in and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/erprocure/app>, including download financial bid template in any manner, and in case the same is found to be tampered/modified in any manner, tender will be completely rejected and earnest money deposit (hereinafter referred to as EMD) would be forfeited and tenderer is liable to be barred from doing business with University of Delhi in future for 3 years.
- IX. Intending bidders are advised to visit frequently the University website www.du.ac.in and CPP Portal <http://eprocure.gov.in/eprocure/app> on regular basis and at least 3 days prior to closing date of submission of tender for any corrigendum/ addendum/amendment, at any stage.
- X. Financial bids of only those firms will be opened who meet the eligibility criteria and qualify in the technical bids. Further, a consolidated annual fee should be quoted for the entire work mentioned in the scope of work.

5) Opening of Financial Bid and Evaluation

1. The eligibility of bidders and their technical bids will be evaluated by a committee on the basis of documents submitted by the bidders with the Technical Bid. The financial bids will only be considered of those bidders who qualify the Technical bid/eligibility criteria and other terms and conditions laid down in the tender. The work will be awarded to the lowest Responsive bidder (inclusive of all taxes). It may be noted that in accordance with order no. F.No.1/7(3)2023-LS-II dated 01.04.2024 of Office of the Chief Labour Commission I, Ministry of Labour & Employment, Govt. of India, presently the minimum wages payable to clerical worker is Rs. 24,648, per month. Therefore, persons to be deputed by C.A. Firm shall be paid minimum amount of Rs. 24,648 per month per person. Further, the salary of the Chartered Accountant (Supervisor) is taken as Rs. 56,100 per month for calculating Estimated Cost.

- Keeping the above in view the, the estimated cost per year including taxes would be approx. Rs. 39,36,000 and therefore, the minimum bid quote should not be less than Rs. 39,36,000/- per year. Hence, the Bid below the minimum amount of Rs. 39,36,000/- per year will be treated as unresponsive and will not be considered and the Firm will be disqualified from financial evaluation.

- The C.A. Firm has to ensure that the person deputed must be paid at least the Minimum Wages as notified by the Govt. of India or Government of NCT of Delhi, whichever is higher from time to time. In case of any increase in the Minimum Wages by Government of India or Government of NCT of Delhi whichever is higher, the Firm can accordingly claim the difference amount to the extent of increase of Minimum Wages for which it has to submit a copy of notification along-with undertaking that the difference amount has been paid/disbursed to the staff concerned.

The University can request the C.A. Firm to submit proof of payment of minimum wages of the person deputed by the Firm.

6) Penalty for deficiency in Services

(i) In case of delayed finalization of Half Yearly Annual Accounts or Annual Accounts upto one month a penalty equal to 0.5% per week or part thereof of the amount of Annual contract fee will be deducted from the payment to the C.A. Firm. For delay beyond one month, the University will have the option either to impose a penalty equal to 1% per week or part thereof of the amount of annual contract or take the action as detailed in Para 7 (XIX) under General Conditions. The amount of penalty can be reduced/waived by the Finance Officer, if the reasons for delay cited by the C. A. Firm is found justified.

(ii) The University will be not responsible financial, legal or otherwise for any mishappening, loss to the staff of the C.A. Firm due to any reason during his/her deployment in the University.

7) General Conditions

- I. The firm shall deploy required manpower to meet the deadlines. However, minimum nine persons fully conversant with latest Tally Software and one Supervisor (who must be a qualified a CA) **total 10 persons** would be required on full time daily basis during office hours (including Saturdays/Holidays, as and when required, for the Work to be performed at North as well as at South Campus). They would be expected to work in close coordination with the concerned staff of the respective finance branches. **No Interns/Articles should be deputed by the firm.** All the deputed persons must be at least commerce graduate (B. Com/M. Com). Before deputing them, the firm will submit the Resume of the persons to be deployed in the University and University will shortlist the persons to be deputed by the firm. The persons deputed by the firm shall observe office timing and maintain discipline/office decorum. The wages to be given to the persons deployed in the University shall not be less than basic minimum wages as notified by the Govt. of India or Government of NCT of Delhi, whichever is higher from time to time. The Firm must ensure payment of all statutory dues as per prevailing Labour Laws and any loss to its employee due to the reason beyond control of the University and indemnify the University from such obligations.
- II. The work has to be done in the premises of the University at North Campus & South Campus unless otherwise permitted by the University.

- III. Loss to the University due to the act of deployed person shall be the responsibility of the C.A. Firm.
- IV. The firm shall not assign, transfer or sub-contract all or any of the work to any third party.
- V. The CA Firm shall attend to and assist the Audit being specifically conducted by the Office of the Directorate General of Audit (Central Expenditure), New Delhi in University premises from time to time.
- VI. To advise on accounting automation and system oversight as and when required.
- VII. The University information shall not be shared with any other organizations/persons
- VIII. The rates quoted shall remain valid during tenure of the contract if the contract is renewed.
- IX. *The period of contract will be initially for three financial years i.e. from Financial Year 2025-26 to Financial Year 2027-28. However, the University may renew the contract on yearly basis for next two financial years i.e. 2028-29 & 2029-30 subject to satisfactory performance of the firm on same terms & conditions as per mutual consent of the both parties. University also reserves the right to terminate the services of the selected CA Firm by giving one month notice and the payment would be made on pro-rata basis for the period firm has rendered its services.***
- X. The earnest money deposit will be forfeited if successful bidder fails to sign the contract within the stipulated time. No interest on the Earnest Money shall be paid by the University of Delhi.
- XI. Successful bidder would be required to submit Performance Security for an amount of 10% of the value of the contract in the form of Bank Guarantee from a schedule Commercial Bank within 45 days from the date of contract. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations.
- XII. Payment will be made on quarterly basis after satisfactory completion of the work. Payment for last quarter will be made after approval of Annual Accounts by the Competent Authority of the University.
- XIII. There will be monthly progress meeting between Finance Sections of the University of Delhi and Partner/Partners of the C.A. firms for work status report of the Annual Accounts and their working.
- XIV. The CA firm will be requested to depute the persons for the contract w.e.f. 1st April, 2025.
- XV. The decision of the University with regard to acceptance or otherwise of the bids will be final and binding.
- XVI. It is compulsory for all bidders to comply with all the Terms and Conditions of RFP as well as General Conditions mentioned above and a certificate to this effect should necessarily be enclosed with the Technical Bid.**
- XVII. In the case of a tie of lowest rate, the firm having higher turnover for the Financial Year 2023-24 will be awarded the tender.**
- XVIII. Upon verification evaluation/ assessment, if in case any information furnished by the firm is found to be false/incorrect their bid shall be summarily rejected and no correspondence on the same shall be entertained and security deposit shall be forfeited.
- XIX. If the selected firm is not able to fulfill its obligations under the contract/work order, which includes non-completion of the work, the University of Delhi reserves the right to get the work accomplished through another Firm at risk and

cost of the bidder. Any costs, damages etc. resulting out of the same shall have to be borne by the selected firm, which can be recovered from his bills and remaining by sending a claim.

- XX. The University of Delhi reserves the right not to accept the qualified tender where there is a justified reason and in such case no bidder/intending bidder shall have any claim arising out of such action.
- XXI. Conditional Bids will be summarily rejected.
- XXII. All disputes would be subject to jurisdiction of Delhi.

8) Arbitration and Settlement of Disputes

In case of any question, dispute or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement) which may at any time arise between the parties, touching or arising out of or in respect of this agreement shall be settled by the parties amicably and mutually.

In case any dispute is not settled or resolved mutually, then such dispute may be referred by the parties signed hereto for arbitration in terms of the Arbitration & Conciliation Act 1996 and the Rules amendments made there under for time being in force shall be deemed to apply to such arbitration proceedings under this clause.

All Such arbitration proceedings shall be conducted in English and Place of Arbitration will be New Delhi. The expenses of arbitration shall be borne by the parties equally.

The jurisdictions for any Court proceedings arising out of this, will be within the jurisdiction of Courts of Law at Delhi Jurisdiction only.

P.S. – Pre-bid meeting will be held on 06.11.2024 at 11.00 a.m. in the F.O.'s Committee Room, 1st Floor, New Administrative Block, DU, for all the prospective bidders or their representatives to seek clarification, if any, on nature of work before submitting the final bids. All the bidders are advised to attend the meeting. However, a confirmation mail may be sent at so_finance11@admin.du.ac.in & financexiroom322@gmail.com for attending the pre-bid meeting. Further, the queries which need to be addressed in the pre-bid meeting may also be mailed at the above e-mail-address before the pre-bid meeting.

The Instructions for online Bid Submission

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

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

A). Registration

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

B). Searching for Tender Documents

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

C). Preparation of Bids

1. Bidder should take into account any corrigendum published on the tender document before submitted their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule any generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid document may be scanned with 100 dpl with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificate etc.) has been provided to the bidders. Bidders can use "My space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My space" area while submitting a bid, and need not be upload again and again. This will lead to a reduction in the time required for bid submission process.

D). Submission of Bids

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidders are required to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be download and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
4. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders; opening of bids etc. the bidders should follow this time during bid submission.
5. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using

buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

6. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

8. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid, this acknowledgement may be used as an entry pass for any bid opening meetings.

I). Assistance to Bidders

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24*7 CPP Portal Helpdesk.

TECHNICAL BID

1. Name of the Firm
2. Address (with Tel No. Fax No. & e-mail)
3. Contact person Name and mobile number
4. (a) Year of establishment of Firm
(b) Name & Contact details of all full time Partners
5. (a) Registration number with institute of Chartered Accountants of India _____
(b) GST Number _____
(c) PAN Number _____
6. Confirm the Attachment: -

Sr. No.	Document	Whether attached	Page No.
1.	Have you attached work order for carrying out the Accounting work for Central Higher Education/any PSU/Govt. organization at least once in the last five years	Yes/No	
2.	Have you attached list of main clients of the firms along-with their address and telephone numbers and nature of work done in last three years.	Yes/No	
3.	Whether copy of Goods and Services Tax (GST) and PAN Certificate is attached	Yes/No	
4.	Have you attached registration certification with Institute of Chartered Accountants of India	Yes/No	
5.	Have you attached empanelled certification with Office of the Comptroller and Auditor General of India (C&AG)	Yes/No	
6.	Have you attached a tender acceptance letter	Yes/No	
7.	Audited balance Sheet for last three years of CA Firm	Yes/No	
8.	Have you attached the audited balance sheet of the institute whose accounts were prepared by the CA firm	Yes/No	
9.	Have you attached a certificate that the firm has not been blacklisted	Yes/No	
10.	Have you attached proof of submission of EMD of Rs.100,000/- by Bank demand draft (DD)/FDR.	Yes/No	
11.	A list containing detail of Partners	Yes/No	

I/We hereby certify that the information furnished above are full and correct to the best of our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the company/firm will be black-listed and will not have any dealing with the organization in future.

**Signature of Authorized person
with seal of firm**

Annexure-II

FINANCIAL BID

(Amount in Rs.)

Sr. No.	Description	Consolidated annual fee for entire scope of work including manpower (excluding taxes)	Taxes as applicable	Total Amount (inclusive of all taxes)
1	Consolidated Annual Fee for Accounting, Taxation and other work specified in Clause1- (Scope of Work) of the Tender document.			
Total				
Total Amount in words				

**Signature of Authorized person
with seal of firm**

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

Sub: Acceptance of Terms & Condition of Tender,

Tender Reference No: _____

Dear Sir,

1. I/We have downloaded/obtained the tender documents(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. ____ to ____ (including all documents like annexure(s), schedule(s) ,etc.), which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time by your department/organization/ too has also been taken into consideration, which submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.

5. I/We do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector Undertaking during last five years and disciplinary action has not been taken against its existing partners in past and no disciplinary enquiry is pending against partners during last five years by the Institute of Chartered Accountants of India.

6. I/We certify that all information furnished by our firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/organization shall, without giving any notice or reason thereof summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

FORMAT OF BID SECURITY DECLARATION CERTIFICATE FROM BIDDERS IN LIEU OF EMD (On Bidders Letter head)

I / We, the authorized signatory of M/s ,
participating in the subject tender No for carrying out the Accounting and Taxation Work of
University of Delhi, do hereby declare :

- (i) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.
- (ii) That in the event we withdraw / modify our bid during the period of validity or I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline. I/we will be suspended from being eligible to submit bids for contract(s) of University of Delhi for a period of Three years from the date of committing such breach.

Signature and Seal of Authorized Signatory of bidder

Name of Authorized Signatory

Company Name