



# 36<sup>th</sup> INTERNATIONAL GEOLOGICAL

CONGRESS

(An Autonomous Body under the Govt. of India)  
C-II Pushpa Bhawan, Madangir Road, New Delhi-110062,  
Ph. No. 011-29965750, 26057035 [igc.delhi2020@nic.in](mailto:igc.delhi2020@nic.in)

No.36th IGC Sect./Accounting Firm/2019-20/30

Date: 08.11.2019

## E-TENDER: REQUEST FOR PROPOSAL

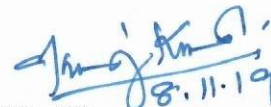
On behalf of Secretary General, 36<sup>th</sup> International Geological Congress, invites online e-tender in two bid system for **Hiring of Chartered Accountant Firm for Maintenance of Accounts of 36<sup>th</sup> International Geological Congress C-II, Pushpa Bhawan, Madangir Road, New Delhi for financial year 2019-20 and 2020-21 through Central Public Procurement Portal i.e. <http://eprocure.gov.in>**

### SCHEDULE OF e-TENDER

Tender No.	36th IGC Sect./Accounting Firm/2019-20/30
Earnest Money Deposit	Rs. 39990 (Rupee Thirty Nine Thousand Nine Hundred Ninety) only
Date of Publishing of e-tender	13.11.2019
Starting date of online submission of Tender	13.11.2019
Closing date of online submission of Tender	04.12.2019 at 11:00 hrs
Opening of Tender	05.12.2019 at 11:00 hrs. (If due to any exigency, the due date for opening of the bids is declared as a closed holiday, the bids will be opened on the next working day at the same time)

The Invitation to e-tender is subject to fulfilment of instructions and terms & conditions as per schedules below:

- Chapter -1 : Scope of work and Eligibility Criteria.
- Chapter -2 : Instructions to Bidders.
- Chapter -3 : Conditions of contract.
- Chapter -4 : Norms of Bid Security/Performance Security.
- Chapter -5 : Format of Bank Guarantee for Bid Security Deposit
- Chapter -6 : Letter of Acceptance of Terms and Conditions of Tender Enquiry.

  
8.11.19

(Manoj Kumar)

Director (Admin), 36th IGC  
For Secretary General

### 36<sup>th</sup> International Geological Congress Society

36<sup>th</sup> International Geological Congress Society has been established to organise the 36<sup>th</sup> Session of the International Geological Congress (IGC) in India. It will be organized in Delhi NCR during 02<sup>nd</sup> – 08<sup>th</sup> March, 2020 under the patronage of Government of India following extant Government of India rules with funding from the Ministry of Mines and Ministry of Earth Sciences, and support of the Indian National Science Academy as well as the science academies of co-host countries, Bangladesh, Nepal, Pakistan and Sri Lanka. The Geological Survey of India (GSI) is the nodal organization for the event.

Termed as a complex event, the IGCs are also considered as one of the largest regularly occurring conferences in the world. In recent years, IGCs have attracted 6000+ participants from around the globe. Also organized along with IGC is a major exhibition termed as 'GEOEXPO' that attracts leading global companies associated with mining, mineral exploration, environment management and infrastructure development industries.

The 36<sup>th</sup> International Geological Congress will be organized with a theme "Geosciences: The Basic Science for a Sustainable Future". The 36<sup>th</sup> IGC is expected to be a huge event with participation of 6000+ delegates across the globe.

There will be a major exhibition termed as GEOEXPO-2020 which will be organised along with the Congress. The exhibitors will be from diverse geoscientific and related organizations/institutes, members of industry and vendors associated with mining, mineral exploration and geosciences related industries from around the world.

The Congress will also offer 50 Geological Field Excursions in India and 5-10 Field excursions in co-host countries to the delegates.

#### Chapter -1

#### Scope of work and Eligibility Criteria

##### A. Scope of work

1. Making the entries in to the Tally of all the transactions of 36<sup>th</sup> International Geological Congress Society (36<sup>th</sup> IGC). The nature of transactions is - Registration Fees from domestic and international participants, Sale of Space of Exhibition, Field Trip Registrations, various payments to vendors, Financial assistance to Geoscientist, Payment to Volunteers etc. 36<sup>th</sup> IGC Society is using payment gateways for registration fees, FTC.
2. The Firm/LLP is required to prepare the books of accounts for the above transactions.
3. Preparation of financial statements including Income & Expenditure Account, Receipt & Payment Account and Balance Sheet of the 36<sup>th</sup> IGC along with the detailed annexures as per the prescribed format by the Government.
4. Reconciliation and handling of all bank accounts of the 36<sup>th</sup> IGC and liasoning with bank for day-to-day operations, obtaining FIRC's, statements from the bank, reporting to RBI and authorized bank and other routine matters.
5. Maintenance of books and accounts as required under Society Registration Act-1860 and Income Tax Act-1861.
6. Maintenance of books and accounts in respect of all Taxes (Direct and Indirect).
7. Calculation, filing, deposit, preparation of Income Tax returns.
8. Calculation, filing, deposit and preparation of GST returns.
9. Calculation, filing, deduction, deposit, preparation of TDS returns.
10. Issue of Form 15CA/15CB on foreign remittances outside India.
11. All legal and statutory compliances required by the 36<sup>th</sup> IGC Society.
12. Reconciliation of all debtors and creditors.

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13. Statutory compliances with the RBI.
14. Support to Secretariat on financial issues.
15. Monthly review by a Chartered Accountant.
16. Any additional assignment related to the accounting of 36<sup>th</sup> IGC given from time to time.
17. The firm/LLP shall prepare monthly, quarterly, semi-annual and annual reports. These reports have to be submitted within one month from the end of the reporting period.
18. To provide advice on Tax matters and liaison with tax authorities (Income Tax, GST etc.) including TDS and filing of returns thereof.
19. The Firm/LLP has to provide the clarification/answers to audit for the accounts prepared.
20. The firm/LLP will ensure to deploy One Professional having qualification CA/ICWA with experience of 3 years in relevant field in Govt. /PSU or reputed firm will be deployed on monthly basis in 36<sup>th</sup> IGC up to June 2020. The same may be extended further.
21. The firm/LLP will also ensure that One Professional having qualification CA/ICWA with experience of 5 years in relevant field in Govt. /PSU have to visit 36<sup>th</sup> IGC on fortnightly basis up to June 2020. The same may also be extended further.

*{The firm/LLP have to quoted rate of monthly charge/fortnightly visit for deployment of said manpower mandatorily. The payment of the personnel will be released based on attendance record on monthly basis/fortnightly basis. Working hours of the secretariat will be 9.30 to 5.30 PM (Monday to Friday). However, the personnel may be required on any day as per requirement of Secretariat. The agency is required to quote monthly charge accordingly. The Secretariat will not be liable for any statutory obligations (Minimum wage, ESI, EPF, Bonus etc.) towards manpower deployed by the agency on monthly/fortnightly basis. However, it is advisable that agency should not quote the rate for monthly/fortnightly deployment which is contrary to the Labour laws applicable as on date.}*

#### **B. Eligibility Criteria**

1. Chartered Accountant firm (firm) and Limited Liability Partnership firm (LLPs) in the country having at least one full time FCA (Partner/Sole Proprietor).
2. The firm/LLP should have at least ten employees as CA/ICWA/CS and at least twenty Articles / Accounts Clerk/Audit Clerk on the date of tender submission. (Copy of self-attested relevant documents from ICAI/ICWA/ICSI are required to be submitted).
3. No Criminal Proceedings should be pending with reference to the firm/LLP firm or its partner/member/employee in any Court of Law in India or before any Disciplinary Committee of ICAI/ICMAI/ICSI or any other professional institutes/bodies.
4. The Firm/LLP or its any partner/member/employee should not have been debarred or cautioned by the Government or ICAI or any other PSU/ABs (State/Central).
5. The Firm/LLP should be in practice for a period of 5 years or more after its registration. (As per the Certificate of ICAI as on 31/03/2019 Firm Status Card).
6. The Firm/LLP should have Office in Delhi.
7. The Firm/LLP should have never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD etc., by any government and / or semi government entities.
8. The Firm/LLP should have at least 3 years' experience in preparation of Annual Accounts of Government Organizations/Govt. Societies/Govt. Autonomous Bodies/Govt. Trust, filing of TDS Income Tax Return and GST Returns etc.

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9. The Average Gross Professional Fee received/earned by the Firm in the last 3 financial years must be equal to or more than Rupees twenty-five Lakh (Rs. 25 Lakh) per annum.
10. The Firm/LLP should have valid PAN, GST Number.
11. The firm/LLP should have filed GST return.
12. The following documents required to be submitted in support of eligibility criteria with technical bid –

**Annexure-I**

S. No.	Criteria	Compliance	Supporting Documents
1.	Demand Draft for Security Deposit (EMD) of Rs.39990/- in favour "The Secretary General, 36 <sup>th</sup> International Geological Congress" drawn on any nationalized bank payable at New Delhi. The firm registered with Micro and Small Enterprises (MSEs) as defined in MSE procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation are exempted from submission of EMD. However the firm has to submit the copy of valid registration certificate.		Attach copy
2.	Chartered Accountant firm (firm) and Limited Liability Partnership firm (LLPs) in the country having at least one full time FCA (Partner/Sole Proprietor).		Firm/LLP Registration Certificate and FCA Certificate of Partner/Sole proprietor issued by ICAI
3.	The firm/LLP should have at least ten employees as CA/ICWA/CS and at least twenty Articles / Accounts Clerk/Audit Clerk on the date of tender submission. (Copy of self-attested relevant documents from ICAI/ICWA/ICSI).		Self-attested certificate issued by ICAI/ICWA/ICSI
4.	No Criminal Proceedings should be pending with reference to the firm/LLP or its partner/member/employee in any Court of Law in India or before any Disciplinary Committee of ICAI/ICMAI/ICSI or any other professional institutes/bodies.		Affidavit (duly notarized in Non-judicial Stamp Paper)
5.	The firm/LLP or its any partner/member/employee should not have been debarred or cautioned by the Government or ICAI or any other PSU/ABs (State/Central).		Affidavit (duly notarized in Non-judicial Stamp Paper)
6.	The firm/LLP should be in practice for a period of 5 years or more after its registration.		Work Order/Job Order/Agreement/Work assignment and its completion at least one for each year
7.	The firm/LLP should have Office in Delhi.		Address Proof
8.	The firm/LLP should have never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD etc., by any government and / or semi government entities.		Self-Declaration

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9.	The firm/LLP should have at least 3 years' experience in preparation of Annual Accounts of Government Organizations/Govt. Societies/Govt. Autonomous Bodies/Govt. Trust, filling of TDS, Income Tax Return and GST Returns etc.		Annexure-III
10.	The Average Gross Professional Fee received/earned by the firm/LLP in the last 3 financial years must be equal to or more than Rupees Twenty Five Lakh (Rs. 25 Lakh) per annum.		Audited financial statement for last 3 financial years
11.	The firm/LLP should have valid PAN and GST Number.		Copy of PAN Card and GST Number
12.	The firm/LLP should have filed GST return.		Copy of filed GST Returns

13. Any bidder not fulfilling the eligibility criteria will be rejected outright.

#### C. Settlement of Disputes

- I. Any dispute between the CA Firm and 36IGC will be resolved by the committee formed by 36IGC. CA Firm, if dissatisfied with the decision of the committee, may approach the competent authority of 36IGC and the decision of the competent authority of 36IGC shall be final in selection of the CA Firm.
- II. For the purpose of the said assignment as well as for any matter arising there under or connected there with, the courts at Delhi will have jurisdiction.

#### D. Penalties

1. In the event of gross negligence, irregularity, laxity or misconduct on the part of the CA firms personnel, the contract may be terminated and the CA firm may get black listed at the discretion of the competent authority of 36IGC, which shall be communicated to all the Government Departments and the Institute of Chartered Accountants for debarring such firm from any assignment of any Government work.
2. The violation of any of the terms will invoke penalty. It will be the responsibility of the CA firm to complete the assignment with full knowledge and experience of the work with proper care and time. Failure to do so leading to either undue delay or laxity or failure or incorrect report will make the CA Firm liable for being removed from the contract by the competent authority of 36IGC. The decision of the competent authority of 36IGC, shall be final in this respect.
3. A Penalty of an amount of Rs. 1,000/- may be imposed to the agency in each occasion in case the professional manpower is absent on the duty.

#### E. Performance Security Deposit

- a. The successful bidder, irrespective of its registration status, is to submit PERFORMANCE SECURITY DEPOSIT amount (10% of the contract value - to be intimated later) before issuing Purchase Order/Work Order. This Performance Security Deposit should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder.

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- b. PERFORMANCE SECURITY DEPOSIT is to be furnished in way of either (a) Bank Guarantee in the form to be provided later with Purchase Order Or (b) Fixed Deposit Receipt from a reputed Commercial Bank only in favour of "The Secretary General, 36<sup>th</sup> International Geological Congress" payable at New Delhi.
- c. In case of non-delivery of the service in time or/ and poor or unsatisfactory service or any other bad performance the Performance Security Deposit will be forfeited.
- d. The Performance Security Deposit amount will be returned to the bidder after satisfactory completion of the work/ delivery of service as well as the validity period as per terms and condition of the Purchase/work Order.
- e. The Bank Guarantee is to be submitted on non-judicial stamp paper, as per format to be given during the issuance of the Job Order.
- f. The Bank Guarantee will have to be extended, if required.

## CHAPTER – 2

### INSTRUCTIONS TO BIDDERS

1. The complete tender in pdf format can be downloaded from the website <http://eprocure.gov.in> or [www.portal.gsi.gov.in](http://www.portal.gsi.gov.in). Following documents are required to be submitted along with Technical bid.
  - i) Bid security Deposit (EMD) of INR Rs.39990/- (Rupees Thirty Nine Thousand Nine Hundred Ninety) in a form of BG/DD/FDR in favour of "The Secretary General, 36<sup>th</sup> International Geological Congress" payable at **New Delhi** from any commercial/Nationalized Bank in India. This Bid Security Deposit (EMD) should remain valid for a period of 45 days beyond the validity of Tender. The firms registered with Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation are exempted from submission of EMD. However the firm has to submit the copy of valid registration certificate, along with Technical bid.
  - ii) Duly signed list of documents as per Annexure-I.
  - iii) Duly signed Declaration as per Annexure-II.
  - iv) Duly signed list of documents (details of CA firm experience) as per Annexure-III

**The above documents at Sl. 1. (i) EMD are to be submitted in Original to this office through speed post/courier or by hand, before the date/time of opening of Techno-commercial Bid, failing which offer(s) will be summarily rejected.**

2. The bid will be submitted electronically on the e- procurement CPP Portal [www.eprocure.gov.in](http://www.eprocure.gov.in) with valid Digital signature (DSC).
3. The Bidders have to accept unconditionally the on-line user portal agreement which contains the acceptance of all the Terms & conditions of NIT, includes commercial & General terms & conditions and other terms, if any along with on-line undertakings in support of the authenticity of the declarations regarding the facts, figures, information and documents furnished by the Bidders on-line in order to become an eligible Bidder. No conditional bid shall be allowed/accepted.
4. The bidders who are desirous of participating in e-procurement shall submit their Technical bids and in the standard formats prescribed in the Technical documents, displayed at [www.eprocure.gov.in](http://www.eprocure.gov.in). The bidders should upload the scanned copies of all relevant certificates, documents etc. in [www.eprocure.gov.in](http://www.eprocure.gov.in) in support of their Technical bids and Financial bids (BOQ). The bidder should sign on all statements, documents etc. uploaded by him, owning responsibility for their correctness/authenticity by his Digital Signature Certificate (DSC).

*Sanjay Kumar*  
8/11/19



5. As per the directives of Department of Expenditure, Ministry of Finance, Government of India, this tender document has been published on Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More useful information for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>
6. Bidders are required to enroll on the e-procurement module of the CPP Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
7. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
8. 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.
9. 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, with their profile.
10. 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 DSCs to others which may lead to misuse.
11. Bidders will then log in to the site through the secured log-in by entering their user ID/ Password and the password of the DSC/e-token.
12. Scanned copy of Bid Security (EMD) amount of Rs. 39990/- is to be furnished with Technical bid only and Original should be submitted before the date/time of opening of techno-commercial Bids as per Time schedule of e-tender, failing which the offer will be summarily rejected.
13. On the day of Tender opening only Technical bids will be opened. Price/Financial bid (BOQ) will be opened on a fixed later date of technically successful bidders only. The date of opening of Price Bid will be intimated to the successful technical bidders only.
14. If due to any exigency, the due date for opening of the bids is declared as a closed holiday, the bids will be opened on the next working day at the same time or any other day/time, as intimated by the buyer.
15. **Validity of Tender** - The offer should remain open/valid at least for SIX MONTHS from the date of opening of tender and there should be clearly mentioned in the Tender to that effect.
16. Please note that there is no provision to take out the list of parties downloaded the tender document from the above referred website. As, such tenderers are requested to see the website once again before due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related Corrigenda, if any, will be that of the downloading parties. No separate intimation in respect of corrigendum will be sent to tenderers who down loaded the documents from website as information in this respect (names of parties) will not be available to website.
17. Any Corrigendum/Addendum will be notified/hosted on the Central Public Procurement Portal i.e. <http://eprocure.gov.in>.
18. The 36<sup>th</sup> IGC, reserves the right to accept or reject any tender or the whole tender process at any time without assigning any reason what so ever.
19. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summarily rejection with forfeiture of Bid Security/EMD.  
**Conditional tender i.e. tender submitted incorporating bidder's own imposed condition(s) will be summarily rejected.**
20. An undertaking for UNDERSTANDING, compliance and fulfilment of T & C as well as Specification as mentioned in this Tender Enquiry is to be furnished along with the TECHNICAL BID (as per Annexure- II)

**AMMENDMENT TO THE TENDER ENQUIRY/ TENDER SCHEDULE**

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21. At any time prior to the last date for receipt (submission) of bids, IGC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by issuing an amendment. The amendment will be notified in web site of Central Public Procurement Portal i.e. <http://eprocure.gov.in> which can be accessed by any prospective bidder and will be binding on them. In order to afford prospective bidders reasonable time to take the amendment into account in preparing their bids, 36<sup>th</sup> IGC may, at its discretion, extend the last date for the Submission of Bids and Opening of Tenders.
22. The Tender Enquiry (or Tender Schedule) and Purchase order (or resultant contract) will be interpreted under Indian Laws
23. **Modification or Withdrawal of Bid:** No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
24. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, 36<sup>th</sup> IGC, may at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing or through Central Public procurement Portal i.e. <http://eprocure.gov.in> and no change in prices of the bid will be sought, offered or permitted. **No post-bid clarification on the initiative of the bidder will be entertained.**

### CHAPTER- 3

#### CONDITIONS OF CONTRACT

#### A.

- (i) The whole process of tendering can be cancelled without giving any prior notice or information by the competent authority of 36IGC.
- (ii) Any undue influence of any type may disqualify the bidder and the bid will be out rightly rejected.

#### B.

1. The technical bid will be opened first and will be evaluated by a committee constituted by the competent authority of 36IGC. **Financial bids in BOQ** of those firms who qualify technically will be considered for opening by the committee on a later date.
2. The documents as per **Annexure-I** are to be attached with the Technical Bid for scrutiny of the proposal. Proposals without necessary documents will be rejected.
3. After opening the technical bid, firm may be asked for presentation in Technical evaluation, if required, which shall be communicated to eligible firms by post or email.
4. Each bidder has to pay EMD of **Rs. 39990/-** in the form of demand draft drawn in favour of "The Secretary General, 36th International Geological Congress", drawn on any nationalized bank payable at New Delhi.
5. The bid without the EMD of **Rs. 39990/-** shall not be considered. No interest shall be payable by the 36IGC for the sum deposited as earnest money deposit.
6. EMD of successful bidder will be returned after submission of performance security.
7. EMD of the unsuccessful bidders would be returned back within one month of signing of the contract.
8. The EMD shall be forfeited by the 36IGC in the following events:
  - If Proposal is withdrawn during the validity period or any extension agreed by the firm thereof.
  - If the Proposal is varied or modified in a manner not acceptable to the 36IGC after opening of proposal during the validity period or any extension thereof.
  - If the firm tries to influence the evaluation process.

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9. Firm should preferably have working experience with autonomous bodies/Societies under the Govt. of India/Government Organizations and of handling their affairs. List of clients must be attached.
10. The 36IGC reserves the right to accept or reject any offer without assigning any reason whatsoever.
11. In the matter of any dispute court jurisdiction will be New Delhi.
12. The selected firm shall have to execute Agreement with the 36IGC on a format prepared by the 36<sup>th</sup> IGC at the time of assignment of the work.
13. The entire work related to maintenance of accounts shall be done at the 36<sup>th</sup> IGC premises (C-II, Pushpa Bhawan, Madangir Road, New Delhi-62) with licensed software.
14. There should be a permanent office of the firm in New Delhi.
15. The firm has to provide qualified man power for carrying out the accounting work. Since the person will be the employee of the firm, the firm will be responsible for adherence to payment of all labour laws under them like ESIC, EPFO etc, and 36IGC will not be responsible for any of his grievances etc.
16. Firm will provide bio-data of employees and 36IGC will, if necessary, screen through interview.
17. All statutory dues/payments to these individuals have to be made by the firm.
18. **Payment Terms:** All the offer rates should be quoted only in INR, offer in any other currency will be rejected. Payment will be made on normal credit basis and after satisfactory work and completion of all contractual obligations.

#### CHAPTER-4

##### NORMS OF BID SECURITY/PERFORMANCE SECURITY

1. Bidders are required to furnish Bid Security/Earnest Money Deposit along with the tender (Technical Bid) failing which the offer is liable to be rejected.
2. The bid security may be accepted in the form of Bank Guarantee, Account Payee Demand Draft/ or Fixed Deposit Receipt from any of the commercial banks, in favour of The Secretary General, 36<sup>th</sup> International Geological Congress, Payable at New Delhi.
3. Prescribed format for Bank Guarantee is enclosed vide Chapter 5.
4. The Bid Security/ Earnest Money Deposit in any other form will not be acceptable and such tender will be summarily rejected. Any offer by unregistered tender not accompanied with the Bid Security/Earnest Money Deposit in the above-mentioned forms shall be rejected straightway.
5. The validity of Bank/Demand Draft should be extended suitably by the tenderer, if need be until the finalization of Order.
6. No interest will be payable by the purchaser on the Earnest Money Deposit.
7. The Bid Security/Earnest Money deposit is liable to be forfeited if the tenderer withdraws or amends or impairs or derogates the offer in any respect within the period of validity of the tender.
8. The Bid Security/Earnest Money deposit of the unsuccessful tenderers will be returned as early as possible after the expiration of the period of tender validity (but not later than 30 days of the award of contract).
9. The tenderer shall send a pre-receipted challan along with their tender so that the refund of Bid Security/Earnest Money Deposit, after the tender is rejected, can be made within the stipulated period.
10. In case of non-compliance of Tender condition, the Bid Security/EMD is liable to be forfeited.

*raj kumar*  
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11. The successful tenderer is to submit **PERFORMANCE SECURITY DEPOSIT** amounting to 10% of net price of Contract value before issuing Job/Purchase Order, in one of the following forms, which should be valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier. The Performance Security should be in any one of the form of (i) Account Payee DD from any Commercial Bank, (ii) Fixed Deposit Receipt from a Commercial Bank and (iii) Bank Guarantee in enclosed format from a Commercial Bank.
12. The Performance Security Deposit amount will be returned to the Supplier after satisfactory completion of all terms and condition of the Job/Purchase Order.

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## CHAPTER-5

### FORMAT of BANK GUARANTEE for BID SECURITY DEPOSIT

WHEREAS M/s.....(hereinafter called "the bidder") has submitted its bid for the supply, installation and commissioning of.....vide Tender Notice/Tender Schedule No.....

BANK GUARANTEE towards coverage of BID SECURITY (E.M.D.) against adherence of clauses, terms and conditions of the TENDER /BID (Tender No.....date - ....., Date of Opening - ..... ) submitted by M/s..... to 36<sup>th</sup> IGC, New Delhi, Jaipur towards purchase of ..... (items) against Tender Enquiry No..... dated-..... of 36<sup>th</sup> IGC, New Delhi.

KNOW ALL MEN by these presents that we the..... (Bank with address) (hereinafter called "the bank") are bound unto The Director (Admin), 36<sup>th</sup> IGC, C-II, Pushpa Bhawan New Delhi-110062, (hereinafter called "the PURCHASER") in the sum of Rs..... for which payment will and truly to be made to the said PURCHASER, the bank binds itself, its successors and assigns by these present.

IN CONSIDERATION of the PURCHASER having agreed as per their relevant Tender Enquiry mentioned above to accept Bank Guarantee of value Rs. .... as mentioned in the Tender Enquiry before accepting the above mentioned Tender for consideration

towards making purchase process for the due fulfilment of the terms and conditions contained in the above mentioned Tender by the bidder, establishes this Bank Guarantee towards coverage against adherence of terms and conditions contained in the above mentioned Tender and thus the Bid Security guarantee in the shape of Bank Guarantee for Rs. .... is established.

WE the Bankers (Name of the bank) through our office at ..... for and on behalf of our constituents hereby execute this Bank Guarantee and undertake to indemnify and keep indemnified the PURCHASER to the extent of Rs. .... towards coverage against adherence of terms and conditions contained in the above mentioned Tender to the PURCHASER or their assignee by reason of any breach of terms and conditions as contained in the Tender by the Bidder (M/s ..... ) during the period ends on ..... (Date of validity of this Bank Guarantee)

AND WE (Name of the bank) hereby undertake to pay any claim under the Bank Guarantee on demand of the PURCHASER, without any reference to the Bidder a sum not exceeding Rs. .... for non-fulfillment of any of the terms and conditions of the Tender as mentioned above.

WE ..... (the bank) further agree that if the demand is made by the PURCHASER for honoring the Bank Guarantee constituted by these presents we..... (the bank) have no right to decline the same for any reason what so ever and shall pay the amount within a week from the date of such demand.

WE... (the bank) further agree that a mere demand by the PURCHASER is sufficient for us to pay the amount covered by the Bank Guarantee in the manner within the time aforesaid without reference to the bidder and no protest by the said bidder can be availed ground for us to decline or fail or neglect to make payment to the PURCHASER in the manner within time aforesaid.

WE..... (the bank) undertake not to revoke/ invalidate this Guarantee during its currency except with the previous consent of the PURCHASER in writing.

The Guarantee shall remain in force for the period ends on..... (date of expiry of BG), and in period of time subject to further that the PURCHASER have no right under this bond after the expiry of the above period from the date of execution and we....(the bank) shall be relieved discharged from all liabilities under this guarantee thereafter.

The conditions of these obligations are: -

- (1) If the Bidder does not fulfill or adhere to any of the conditions/clauses/points mentioned in the aforesaid Tender submitted by them.
- (2) If the bidder withdraws its bid/Tender during the period of bid/Tender validity specified by the bidder on the bid form/tender
- (3) If the Bidder backs out from their own commitment in connection with the aforesaid Tender and the relevant Purchase process
- (4) If the Bidder refuses to extend the bid security bank guarantee and bid/tender validity as asked by the PURCHASER.
- (5) If the Bidder fails or refuses to deposit/furnishes the requisite "Performance Security Deposit", whenever required, within the stipulated time limit.

We.....(the bank) undertake to pay to the PURCHASER up to the above amount upon receipt of its first written demand, without the PURCHASER having to substantiate its demand, provided that in its demand, the PURCHASER will note that the amount claimed by it is due to it owing to the occurrence of one or all of the five conditions as

*Signature*  
8/11/19

mentioned above, specifying the occurred conditions or conditions.

**This guarantee** will remain in force till ..... (date of expiry of BG); and any demand in respect thereof should reach the bank not later than the specified date/dates. Notwithstanding anything contained herein:

1. Our liability under this Guarantee shall not exceed Rs. ....
2. This Bank Guarantee shall be valid up to.....
3. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written Claim or Demand on or before the expiry date of this Bank Guarantee.

(Signature of the Authorized Signatory of the Bank with Authority No. and Rubber Stamp of the Bank) **Note: The above Bank Guarantee is to be submitted on Non Judicial Stamp paper of required cost and denomination as specified in the act.**

*[Handwritten signature]*  
8/11/19



**CHAPTER-6**  
**LETTER OF ACCEPTANCE**  
**OF TERMS AND CONDITIONS OF TENDER ENQUIRY**

No. -----

Dated:

To,  
The Secretary General,  
36<sup>th</sup> International Geological Congress  
C-II, Pushpa Bhawan  
New Delhi-110062.

Dear Sir,

Having the conditions of contract and services to be provided we, undersigned, offer to provide Maintenance of Accounts of 36<sup>th</sup> International Geological Congress in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

We undertake to enter into contract within one week of being called upon to do so on our own expenses and agreement will be binding on us.

If our Bid is accepted, we will obtain the bank guarantee payable in favour of The Secretary General, 36 IGC payable at New Delhi at least 14 months validity of a Schedule Bank for a sum of Rs. (Value of performance Security Deposit) for the due performance of the contract.

We agree to abide by this Bid for a period of 6 months from the date fixed for Bid opening and it shall remain binding upon us and may be accepted on any time before the expiration of that period.

Until an agreement is signed and executed, this Bid together with your written acceptance of award shall constitute a binding contract between us. Bid submitted by us is properly prepared so as to prevent any subsequent replacement.

We understand that you are no bound to accept the lowest or any bid, you may receive.

(Signature of bidder with address & Seal).

Dated:-

Place:-



DECLARATION

I, ..... Son/Daughter of Shri ..... Proprietor/Partner/  
Director/ Authorized Signatory of M/s. .... am competent  
to sign this declaration and execute this Tender document.

- a. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
- b. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
- c. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.
- d. Our firm is neither blacklisted by any Government Department nor is any Criminal Case registered against the firm or its owner or partners or directors anywhere in India.
- e. Each page of the tender document and papers submitted by my Company is authenticated and I take full responsibility for the entire documents submitted.

Date :

Signature of the Authorized person

Place :

Person Full Name:

Mobile No:

Company Seal:

Note:

- i. The above declaration, duly signed and sealed by the authorized signatory of the firm/company, should be enclosed with the Technical bid document.
- ii. Certificate as per above must be submitted only on non-judicial stamp paper of Rs. 100/-.

*[Handwritten signature]*  
8/11/19



## Annexure-II.

## Details of CA Firm Experience

S.No.	Name of the Assignment	Period	Name of the Organisation	Details/Nature of assignment	Nature of Documents provided
1					
2					
3					
4					
5					

*[Handwritten signature]*  
8/11/19