

FINAL TENDER**NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
SRI AUROBINDO MARG, NEW DELHI-110016****e-TENDER NOTICE**

Online e-tenders are invited in two bid system i.e Technical bid and financial bid by the undersigned from reputed and experienced tax consultancy firm for engagement of tax consultant in NCERT New Delhi for filing VAT/GST return of NCERT and its constituent units located in various states of India through central public procurement portal <https://eprocure.gov.in/eprocure/app> . However, the complete tender document together with terms & conditions may also be downloaded from NCERT website i.e www.ncert.nic.in

Critical Date Sheet:

| | |
|----------------------------------|--------------------------|
| Published date | 26.02.2018 at 5.00 p.m |
| Bid document download start date | 27.02.2018 at 11.00 a.m. |
| Pre-bid meeting | 05.03.2018 at 11.00 a.m |
| Bid submission start date | 06.03.2018 at 11.00 a.m |
| Bid submission end date | 21.03.2018 at 5.00 p.m |
| Bid opening date (Technical) | 23.03.2018 at 11.00 a.m |

Off-line /physical/manual bids shall not be accepted and no request will be entertained at any ground/ reasons except for the original document/instruments as mentioned in the tender. Interested parties may view and download the tender document containing the detailed terms & conditions from the website <http://eprocure.gov.in/eprocure/app> .

Bidders should regularly visit the website to keep themselves updated.

(R. Selvaraj)
Sr. Stores Officer

राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
Sri Aurobindo Marg, New Delhi 110016

e-TENDER DOCUMENT

Tender for Engagement of Tax Consultant in NCERT

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SECTION – I

INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal i.e. <http://eprocure.gov.in/eprocure/app>, 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.

REGISTRATION

- (i) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal by using the “Online Bidder Enrollment” option available on the home page. Enrolment on the CPP Portal is free of charge.
- (ii) During enrolment/registration, the bidders should provide the correct/true information valid email-id & mobile no. All the correspondence shall be made directly with the contractors/bidders through email-id provided.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard.
- (v) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- (vi) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii) Bidders can then log into site through the secured login by entering their userID/password and the password of the DSC/eToken.

SERCHING FOR TENDER DOCUMENTS

- (i) There are various search options built in the CPP Portal to facilitate 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 a search parameters such as organization name, form of contract, location, date, other keywords, etc., to search for a tender published on the CPP Portal.

- (ii) Once the bidders have selected the tenders 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.
- (iii) 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.

PREPARATION OF BIDS:

- (i) For preparation of bid Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.
- (ii) After selecting the tender document same shall be moved to the 'My favourite' folder of bidders account from where bidder can view all the details of the tender document.
- (iii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall 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.
- (iv) Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- (v) Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- (vi) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under "My Space/Other Important Document" option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

SUBMISSION OF BIDS:

- (i) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission date & time.
- (ii) Bidder should prepare the Tender Fee as per the instructions specified in the tender document. The details of the DD others physically sent should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise he uploaded bid will be rejected.
- (iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP Portal) and accepts the same in order to proceed further to submit their bid.
- (iv) Bidders shall select the payment option as offline to pay the Tender Fee enter details of the DD others.
- (v) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (vi) Bidders shall not that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- (vii) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, transaction uploading time will be very fast.
- (viii) If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and change/modification of the price schedule render it unfit for bidding.

Bidders shall download the Price schedule, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only.

If the template of Price schedule file is found to be modified/corrupted in the eventuality by the bidder, the bid will be rejected and Earnest Money shall be forfeited.

The bidders are cautioned the uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.

- (ix) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- (x) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- (xi) Bidders should follow the server time being displayed on bidder's dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- (xii) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the date. The date 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.

ASSISTANCE TO BIDDERS:

Interested eligible bidders may obtain further information in respect of the Bidding Documents from Head, Publication Division, Ambedkar Khand, NCERT, Sri Aurobindo Marg, New Delhi-110016

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Toll Free Number 1800-3070-2232. Mobile Nos. 91-7878007972 and 91-7878007973.

SECTION – II

INVITATION OF BID

1. National Council of Educational Research and Training (NCERT) is an autonomous organization under the Ministry of Human Resource Development, Government of India was established in the year 1961. The NCERT broadly deals with the following services for which GST consultant is to be engaged. The broad scope of works are:-
 - NCERT publishes and distributes textbooks for all CBSE affiliated schools throughout the country.
 - NCERT procures paper from mills and supplies to the printers for printing of textbooks.
 - The paper and textbooks are stored in the CWC godowns.
 - NCERT operates its Regional Production-cum-Distribution Centres (RPDCs).
 - The paper and books are transported to the godowns and the printers for which transporters are empanelled.
 - NCERT produces and sales CDs.
 - NCERT procures educational kits from the manufacturers and sells them to individuals, Institutes and State Government organisation.
 - NCERT procures furniture and equipments for its headquarter as well as constituent units.
 - NCERT hires services of caterers for guest house and canteen and organising different programmes/events.
 - NCERT also hires services of transporters for hiring buses and taxis at times of different programmes.
 - NCERT hires services of tent house during various programmes for putting up stalls, tents and other services.
 - NCERT hires services of manpower agencies for human resources like skilled, unskilled and security services.
 - NCERT also appoints repair and maintenance services for equipment and furniture.
2. NCERT means NCERT HQ at New Delhi and its constituent units of RIEs' PSSCIVE, RPDC's located in the state of Assam, Gujarat, Karnatka, Madhya Pradesh, Meghalaya, Odisa, Rajasthan, & West Bengal.

3. NCERT intends to engage a tax consultant for assist in, depositing and filing GST returns in the state of UP, Haryana and Delhi initially for a period of one year which will be extendable further two years on year to year basis based on the satisfactory performance of the firm and with the approval of competent authority. The tax consultant is also expected to provide the same services to the constituent units of NCERT located in the states of Assam, Gujarat, Karnatka, Madhya Pradesh, Meghalaya, Odisha, Rajasthan, & West Bengal.
4. The bidder shall undertake assessment process for tax returns with the concerned tax authorities of the respective states. The broad contents of proposal scope of work are listed at Section IV of the E-tender Document.
5. NCERT has empanelled manufacturing firms from all over India to supply educational kits on behalf of NCERT to the buyers/State Govt all over India and also sales counter for sale of educational kits.
6. In line with the stated details and in compliance of the terms and conditions as mentioned in the tender document, the bidders may submit their on-line bids (technical and financial) at CPP portal for the said job in the prescribed format only.
7. Pre-bid meeting will be held on the date and time as mentioned in the Section III for clarification of queries of the perspective bidders who would like to attend the meeting.
8. Bids without the non-refundable tender cost of **Rs.1000/-** (Rupees one thousand) will not be considered and summarily rejected.
9. On-line bids should be accompanied with the refundable earnest money deposit (EMD), in the form of DD/BC/BG drawn in favour of Secretary NCERT for an amount of **Rs.50,000 (Rupees Fifty Thousand only)** payable at New Delhi. Bids without EMD will not be considered and rejected summarily and no further correspondence will be entertained in this regard.
10. The opening of financial bid will be separately notified to all technically shortlisted/qualified bidders.
11. NCERT reserves the right to accept/reject any or all bids and cancel all the e-tender proceedings without assigning any reason whatsoever.

12. PERFORMANCE SECURITY DEPOSIT

- 12.1 The successful bidder **within Seven (07) days of the acceptance of the Letter of Intent (LOI)** shall execute a **Performance Security** in form of an Account Payee Demand Draft/ BG/FDR from a Nationalized or Commercial Bank in an acceptable form in favour of Secretary, NCERT, New Delhi, payable at New Delhi.
- 12.2 Performance Security should remain valid for **Three Months** beyond the date of completion of all contractual obligations.
- 12.3 Bid Security (**EMD**) will be returned to the successful bidder on receipt of Performance Security
- 12.4 The Performance Security can be forfeited by order of the National Council of Educational Research & Training (NCERT), in the event of any breach or negligence or non-observance of any terms/conditions of contract or for unsatisfactory performance or for non-acceptance of the work/job order. On expiry of the contract, such portion of the said performance security as may be considered by the National Council of Educational Research & Training, sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained.
- 12.5 If the bidder is called upon of the National Council of Educational Research & Training to deposit Performance Security and the bidder fails to provide the performance security deposit within the period specified, such failure shall constitute a breach of the contract and National Council of Educational Research & Training shall be entitled to make other arrangements at the risk, cost and expense of the lowest bidder, besides forfeiting the EMD.
- 12.6 On due performance and completion of the contract in all respects, the Performance Security Deposit will be returned to the bidder without any interest.

SECTION – III

BIDDING DATA SHEET (BDS)

The following specific data for the engagement of tax consultant to assist in, depositing and filing of GST for NCERT and its constituent units shall complement, supplement or amend the provisions in this tender document. Whenever there is a conflict, the provisions herewith shall prevail thus mentioned in this tender document.

| S.No. | Items |
|-------|--|
| 1 | <i>For any information/query related to the bidding document or bid process, the Senior Stores Officer, S&S Section, NCERT, Sri Aurobindo Marg, New Delhi-110016 may be contacted.</i> |
| 2 | <u>Address of NCERT :</u> Senior Stores Officer S&S Section, National Council of Educational Research and Training, 1 st floor Workshop Building , Sri Aurobindo Marg, New Delhi-110016. Telephone No.011 26534138 |
| 3 | <i>Tender Cost (Non refundable)</i> Rs.1000/- (Rupees One thousand only) |
| 4 | <i>Amount of Earnest Money:</i> Rs.50000/- (Rupees Fifty thousand only) |
| 5 | <i>Pre-bid meeting will be held on 15.02.2018 at 11.00 AM in the room of Head, Publication Division, NCERT, New Delhi.</i> |
| 6 | <i>The bid validity period shall be 90 days after the date of bid opening.</i> |
| 7 | <i>Last date and time of uploading bids 08.03.2018 at 5.00 PM. Last date and time of submitting of EMD and other documents at Publication Division, NCERT 08.03.2018 at 5.00 PM.</i> |
| 8 | <i>Date and time of the opening of technical bids:</i> Date: 09.03.2018 Time: 11.00 AM <i>The bid opening shall take place at:</i> Head, Publication Division NCERT, Sri Aurobindo Marg New Delhi-110016 |

SECTION - IV

SCOPE OF WORK

1. To advise NCERT including all its Constituent units at various locations in India on applicability of GST pertaining to its present and future operations.
2. To undertake liaisoning with GST Department on behalf of NCERT and advise NCERT from time to time for GST compliance.
3. To review/suggest NCERT current accounting system for any changes to be incorporated as per requirements of GST w.r.t day-to-day accounting, Accounting software, reporting requirement and manpower. At present NCERT is not using any accounting software in relation to GST.
4. To obtain registration of various constituent units of NCERT located at various states in India.
5. To assist in depositing GST amount periodically as per requirement of GST law.
6. To prepare, compile and file GST returns monthly/quarterly/Half yearly/annually as per the requirements including pending returns.
7. To prepare periodical GST return, computation/e-way bill etc. for tax payment purpose.
8. To Represent NCERT to resolve, finalise and settle previous years assessment cases related to Sales tax/VAT/Entry tax and issues pertains to Form-C in any state of India pending with Sales Tax/Commercial Tax Department etc and to get assessment orders as well as future assessment, orders, notice etc relating to taxes.
9. To provide accounting services for migrating/entering periodically (as and when required) GST related data into the desirable format that can be used to Compute tax and file GST returns. The current accounting system of NCERT does not support GST related details in its entries.
10. To advise on taxable/non-taxable nature of Income and Expenditure heads and any other advice related to GST for the benefit of NCERT.
11. To assist in obtaining various types of GST forms required and in case of any dispute arising with assessing authority, Consultant has to coordinate to sort

out the dispute; similarly, in case matter is referred to higher authority, the Consultant shall also take up the matter with them.

12. Submission of trading account pertaining to paper, books & kits etc. as per the requirement of the tax authority.
13. Generating the form-38/Road Permit/E-way bill or relevant form periodically as per the requirement of the concerned state and further submission of periodical statement to the concerned Commercial Tax Departments relating to transfer and receipt of books, paper & kits etc. pertains to NCERT.
14. The Consultant shall depute human resource (s) as and when request is made.
15. In addition to above any other services if deemed necessary and future requirement raised by GST Act including amendment, notices, circular etc. from time to time.

SECTION – V**ELIGIBILITY CRITERIA****Eligibility Criteria (Essential for Technical Bid)**

1. The Consultant having experience of more than 10 years in Chartered accountancy practice.
2. The Consultant should be currently providing consultation/services relating to GST to its clients (minimum 3 clients)
3. The Consultant should have its office in Delhi/NCR.
4. The Consultant should have provided any services to minimum 3 companies having their offices/branches in multiple states of India (Minimum 2 states)
5. The Consultant should have minimum 3 years of experience in relevant field of PSU / Govt. Department/Autonomous bodies. The firm should provide the list of at least three clients for which they have rendered similar services in the past.
6. Photocopy of Pan Card of owner/partner/Consultant to be uploaded.
7. Registration/Licence No. & Date and validity of license of the Consultant to be uploaded.
8. GST number of Consultant firm to be uploaded.
9. Name of the Bank and Account Number
10. ITR and audited financial statement for the last three years financial years i.e. 2014-15, 2015-16 & 2016-17 to be uploaded
11. Profile of the CA firm to be uploaded.
12. An undertaking on Rs.100/- non-judicial stamp paper regarding non-blacklisting and non-registration of criminal case against the consultant to be uploaded.

(All supporting documents to be uploaded duly signed and stamped otherwise no cognizance with regard to mere filling up the documents will be taken.)

SECTION – VI

TERMS AND CONIDITIONS

1. Procedure for Submission of Bid

- a. The tender will be invited in two bid system i.e Technical bid and Financial bid by online through CPP portal
- b. The prospective bidders are requested to go through the tender documents and submit their bids only online on CPP portal. Offline bids will not be entertained at any cost. **The bidders are also requested to submit original DD/BCBG of tender cost and EMD amount to the Sr. Stores Officer, S&S Section, Workshop building, NCERT, Sri Aurobindo Marg New Delhi - 110016 before closing date and time of tender.**
- c. After opening of the Technical Bid and analyzing requisite criteria of technical bid, the financial bid of only those bidders will be opened who have technically qualified with the approval of Competent Authority.

2. Amendment of Bidding Documents

- a. At any time prior to the deadline for submission of Bids, the NCERT may amend the Bidding Documents by issuing an addendum.
- b. The amendment/addendum/corrigendum etc. if any will be notified / displayed on NCERT's website i.e. www.ncert.nic.in and CPP portal <https://eprocure.gov.in/eprocure/app> and the bidders should regularly visit the NCERT website to keep themselves updated. The amendment will be binding on all the bidders.
- c. In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their Bid, the NCERT may, at its discretion, extend the deadline for the submission of Bids.

3. Language of Bid

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the NCERT, shall be written in English or Hindi language, provided that any printed literature furnished by the Bidder may be in another language so long as it is accompanied by an accurate translation in English/Hindi of its pertinent passages.

4. Bid Prices

- a. Bid Prices will not be adjusted for any conditional or unconditional circumstances.
- b. Prices quoted by the Bidder shall remain fixed during Bidder's performance of the contract and not be subject to variation on any account.
- c. A Bid submitted with any different adjustable price quotation will be treated as no responsive and rejected.
- d. Bid Currencies Prices shall be quoted in Indian Rupees only. (INR)

5. Documents Establishing Bidder's Eligibility and Qualifications

The Bidder shall provide documentary evidence of his/her eligibility and qualifications to perform the contract (to NCERT's satisfaction) if his/her Bid is accepted, as per the Eligibility Criteria specified in the Bidding/tender document.

6. Deadline for Submission of Bids

1. Bids must be uploaded on CPP portal before end date and original copy of EMD & Tender cost in shape of DD/BC in favour of Secretary NCERT must be submitted to Sr. Stores Officer, S&S Section NCERT before the end date.
2. The NCERT may, at its discretion, extend this deadline for submission of Bids by amending the Bid Documents.

7. Award Criteria

NCERT will engage the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the lowest evaluated Bid.

8. Fraudulent and Corrupt Practices

NCERT requires the Bidders to strictly observe the laws against fraud and corruption in force in India, namely, Prevention of Corruption Act, 1988, and undertakes not to approach any concerned official or bring to bear any influence of inducement upon any official with the intent to gaining any undue advantage in securing the contract.

9. Terms of Payment

Payment / retainership fee on monthly basis would be paid after submission of bills along with relevant documents. Payment will be made to the firm after deducting TDS as applicable.

10. SUB CONTRACT, TRANSFER OR ASSIGN THE CONTRACT:

The Consultant should not entrust the work on sub-contract, transfer or assign the contract or any part thereof to any third party. In case this is not followed, it will be treated as breach of contract and the contract will be terminated at the risk and cost of the firm.

11. Bid Security (EMD) can be forfeited:

- (i) If the bidder withdraws his bid during the tendering process of the bid validity specified by the bidder in the bid form; or
- (ii) In case of successful bidder, if the bidder
 - a. Fails to sign the contract in accordance with the terms of the tender document
 - b. Fails or refuses to honor his own quoted prices for the services or part thereof.
 - c. Fails to furnish required performance security if any, in accordance with the terms of tender document within the time frame specified by the NCERT.
- (iii) Irrespective of the above, if any of the information, details, documents, etc is found to be incorrect/forged/fabricated, the NCERT shall be entitled to forfeit the earnest money.

12. Consortium

Consortium will not be allowed at any cost by the NCERT.

The Secretary, NCERT, reserves the right to cancel/terminate the contract awarded if the performance is not found satisfactory without assigning any reason any time during the contract.

SECTION – VII

Technical bid only (Eligibility Criteria for Technical bid as per Section-V of Tender Document) to be filled by the bidder

PROFORMA FOR TECHNICAL BID

| | | |
|----|--|--|
| 1. | Name of Agency | Self-attested scanned copy on letter head need to be uploaded. |
| | a. Profile of the agency/firm | |
| | b. Name of proprietor/Director | |
| | c. Full Address of Registered Office and operating office in New Delhi | Self-attested scanned copy on letter head need to be uploaded. |
| | a. Telephone No. b. Fax No. c. E-mail Address | |
| 2 | The firm having at least 1 partner with experience of more than 10 years in Chartered accountancy practice. 5(1) | |
| 3 | Name of three clients to whom the firm is providing GST consultation currently. 5(2) | |
| 4 | Copy of three years experience to provide service to Govt organization 5(3) | |
| 5 | Address of firm in Delhi/NCR 5(4) | |
| 6 | Details of clients with multi state offices as per clause 5(5) | |
| 7. | Tender cost of Rs.1000/- (non-refundable) | Self attested scanned copy of DD/BG/BC of Rs.1000/ in favour of Secretary NCERT on account of fee of tender document must be uploaded and original must be submitted in S&S Section before last date and time. |

| | | |
|-----|---|---|
| 8 | EMD of Rs.50,000/- | Self attested scanned copy of DD/BC of Rs.50,000/- in favour of Secretary NCERT on account of EMD of tender document must be uploaded and original must be submitted in S&S Section before last date and time. |
| 9. | Copy of Registration number, License number and validity of firm/agency. | Self-attested scanned copy of registration number/license number |
| 10. | PAN Number of the firm. (Attach self-attested copy of PAN card of the firm). However PAN card in the name of proprietor can be considered subject to production of ITR acknowledgment and computations of taxable income duly certified by C.A. | Self-attested scanned copy of PAN Number to be uploaded. However PAN card in the name of proprietor can be considered subject to production of ITR acknowledgment and computations of taxable income duly certified by C.A. |
| 11 | Certificate of Constitution of Consultancy firm | |
| 12 | GST registration certificate of consultancy firm | |
| 13 | Bank details of consultancy firm | |
| 14 | The self-attested copy of ITR of the firm only for last three financial years i.e. 2014-15, 2015-16 & 2016-17 must be enclosed. | Self-attested scanned copy of ITR may be enclosed |
| 15 | Self attested scanned copy of experience certificate in the relevant field in Govt./PSU/Autonomous body for last three financial years i.e. 2014-15, 2015-16 & 2016-17 | Self-attested scanned copy of experience certificate of firm may be enclosed |
| 16 | Self-attested scanned copy of Undertaking regarding acceptance of all the terms and conditions of the tender document as per Annexure-A (copy may be enclosed) | Self-attested scanned copy of acceptance of all terms and conditions of tender to be enclosed. |

| | | |
|-----|---|---|
| 17. | Non blacklisting / Non-Debarment certificate in non judicial stamp paper of Rs.100/- as per Annexure -B | Self-attested scanned copy of non blacklisting/non-debarment certificate to be enclosed |
| 18. | List of Organizations/Institutions served in the past in the field of tax consultancy | |

I hereby certify that the information furnished above is complete and correct to the best of my knowledge and belief. I understand that in case any deviation is found in the above statement at any stage, the bid will be rejected and our firm will be black listed. I also certify that I have read and understood all the sections of the tender document and acceptable to me.

All supporting documents should be attached duly signed and stamped along with the Annexure. Otherwise no cognizance with regard to mere filling up the documents will be taken.

Signature and stamp of authorized signatory

Place.....

Date.....

SECTION – VIII**Financial bid****PROFESSIONAL FEES**

| Particulars | Basic Rate | Service Tax/GST | Total |
|---|-------------------|------------------------|--------------|
| Monthly fee of Tax consultancy services | | | |

Read carefully**Price Bid in BoQ_XXXX.xls**

A standard BoQ format has been provided with the E-tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file and enter their 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 file name. If the BoQ file is found to be modified by the bidder, the bid will be rejected. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the Bid Id and the date & time of submission of the bid with all other relevant details. 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.

The rates quoted should be inclusive of all incidental expenditures like conveyance, photocopy charges, typing charges, generation of forms etc.

Name of firm
 Name of owner/partners
 Address of a firm

Signature and stamp of authorized signatory

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
3. I/We give the rights to the competent authority of the National Council of Educational Research & Training to forfeit the Earnest Money/Security money deposit by me/us in case of breach of conditions of Contract.
4. I/We hereby undertake to provide consultancy services as per the directions given in the tender document/contract agreement.

Signature of the Authorized Signatory

Date :-

Place:-

Designation:

(Office seal of the Bidder)

Non-Blacklisting/Non-debarment Certificate

(Format of Non-blacklisting certificate/non-debarment by any Central/State Govt. Organization/PSU/Autonomous bodies in the past years to be submitted on non-judicial stamp paper of Rs.100/-)

To,

The Secretary
NCERT
Sri Aurobindo Marg
New Delhi – 110016

Sir,

I/We hereby confirm and declare that M/s Is not blacklisted/debarred by any Central/State Govt organization/PSU/Autonomous bodies for which we have Executed/undertaken the works/services during the past years.

Authorised Signatory

Official Stamp

Date:

Place:

