



आरोग्यम् सुखसम्पदा

THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

Baba Gangnath Marg, Munirka, New Delhi-110067

Email: director@nihfw.org Website: www.nihfw.org

Date: 02.09.2022

F.No. NIHFV/IT/Main Acctt./2022-2023

**TENDER DOCUMENT for
Hiring of Chartered Accountant**

IMPORTANT NOTICE

TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS CONTAINED HEREIN. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. NIHFV WILL PROCESS THE TENDER AS PER INSTITUTE'S STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BIND TO ACCEPT THE LOWEST TENDER. NIHFV WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHO'S BIDS ARE REJECTED.

Last Date of Receiving the Tender	:	27/09/2022 Upto 3:00 PM	
Date & Time of Opening the Technical Bid	:	27/09/2022 3:30 PM	
Date & Time of Opening the Financial Bid	:	Will be intimated to technically qualified bidders	
Tender Document Fee	:	Rs.1000/-	Non- refundable
EMD	:	Rs. 10000/-	Refundable
Type of Bid	:	Two Bid Tender	

TENDER NOTICE

The National Institute of Health and Family Welfare (NIHFW) is an Apex Technical Institute, funded by Ministry of Health and Family Welfare for promotion of health and family welfare programmes in the country through education, training, research, evaluation, consultancy and specialised services.

1. Sealed bids are invited for engagement of Chartered Accountant firm for providing Income Tax related services to the Institute (The NIHFW). The CA firm should be approved by CAG of India for Autonomous Bodies/ PSU Audits. The tenderer should have full-fledged office of his own in New Delhi. Delhi based Chartered Accountant firms will only be considered.
2. The CA firms having minimum of 3 years working experience with Central Govt. or PSUs or Autonomous bodies of Govt. of India, only need to apply. Average minimum Annual turnover of Rs. 25 lakhs and above for the last years i.e. during F.Y. 2019-20, 2020-21, and 2021-22 is mandatory.
3. The Tender document can be downloaded from the Institute's website: www.nihfw.org. ₹ 1000/- (Rupees one thousand only) as a cost of tender should be sent along with the tender document in the form of Bank Draft/Banker's Cheque in favour of Director, NIHFW, New Delhi – 110067. Tender received without tender fee will be summarily rejected.
4. Sealed tenders shall be accepted up to 3:00 pm on **27/09/2022**. The firm is required to furnish Earnest money of Rs. 10,000/- with the tender. The NIHFW reserves the right to accept or reject any or all of the bids in full or in part including the lowest bidder without assigning any reason thereof or incurring any liability thereby.
5. The detailed terms and conditions are given in the tender document.

Director

Eligibility criteria for submission of tender:-

- (1) **That firm must have Head Office in Delhi only** (submit proof i.e firm constitution certificate) and average minimum turnover Rs.25 lakhs during F.Y. 2019-20, 2020-21 and 2021-22.
- (2) The firm should have at least 3 years work experience in central Autonomous body or Central Govt./PSU only.
- (3) EMD of Rs.10,000/- (Rupees Ten Thousand only) and tender fees of Rs.1000/- (Rupees One Thousand only) in the form of Demand Draft/Banker Cheque in favour of Director, NIHFV payable at New Delhi should accompany with the **Technical Bid** or must enclose MSME certificate for exemption. The Bids may be dropped in the Tender Box of the NIHFV. The technical bids will be opened on **27/09/2022** at **03:30 P.M.** The rate of increment for 2nd and 3rd years would be the same as per Initial year. The Financial Bids of the firms qualifying in the Technical Bids will be opened at the later date. **The Incomplete tender and the tender received after the due date and time will not be accepted.** The tender sent by post/courier and received after due date and time will not be accepted.
- (4) The tentative cost of the tender would be Rs.2.5 lakhs.
- (5) Firm should have minimum 2 partners with 2 or more FCA and firm must have qualified CA on their payroll and firm having knowledge of handling of Accounts of Central/State Educational Institute/Autonomous Bodies in last three years 2019-20, 2020-21 & 2021-22 (copy of work order must be enclosed).
- (6) The appointment of the Chartered Accountant firm contract will be awarded initially for a period of one year and may be further renewed on a year- to- year basis for a maximum period of next 2 years subject to satisfactory performance and continued empanelment of the firm by the CAG.
- (7) The Annual Accounts of the Institute are audited by Internal Audit Wing, Ministry of Health and Family Welfare and as well as by the Controller & Auditor General (CAG) of India. The TDS is deducted from the salary of the employees/pensioners and other agencies/companies and deposited on quarterly basis.
- (8) The Institute also has to file annual Income Tax Returns under Income Tax Act.
- (9) An affidavit on non-judicial stamp paper of **Rs. 100/-** duly certified by the authorized signatory(ies) that there is no vigilance/CBI case pending and the firm has not been blacklisted by any Govt. organization/Deptt.
- (10) The EMD of all unsuccessful bidders / tenderers will be returned without any interest after one month after opening this tender. The tenderers are advised to send pre-receipted challan along with their bids so that the refund of EMD to unsuccessful tenders is facilitated.
- (11) The Chartered Accountant firms shall be approved by CAG of India for audits and desirous of taking up the services of Income Tax related of the Institute. They may furnish profile of their Firm/Company, copy of Firm Constitution Certificate issued by ICAI, copy of latest income tax return duly acknowledged by I.T. department, copy of duly signed TOR and other details.
- (12) The Technical bid and financial bid on the letter head of CA firm (as per the Annexure –I and

Annexure-II) **should be sealed in separate cover**. These two envelopes should be superscripted as **“Technical Bid” or “Financial Bid’** as the case may be. These two separate envelopes should be kept inside a bigger envelope which should be super scripted as **“Bid for Hiring of Chartered Accountant”**. The Tender document should be dropped in tender box near reception of the NIHFW, New Delhi-110067 on or before **27/09/2022 by 03:00 P.M.** All the envelopes should be addressed to Director, NIHFW, Baba Gangnath Marg, Munirka, New Delhi-110067.

- (13) The price bid shall only be considered if the tenderer fulfils the eligibility criteria for submission of the tender. The date and time for opening the Financial Bid will be intimated to the technically qualified bidders through email & telephonically.
- (14) The rates are to be quoted in the proforma enclosed. **The rates quoted shall be covered paste transparence cello tape over it.** No figures or words should be overwritten. Overwritten figures or words shall be cancelled and re-written under full signature of the authorized signatory. Quotations that do not fulfill this condition will not be considered.
- (15) Joint Venture / Sub contacting not allowed in Tender during or after the allotment.
- (16) Preference will be given to the MSME. For exemption in EMD (submit MSME certificate).
- (17) Incomplete tender or without annexures tenders will be summarily rejected by the Institute.
- (18) In case of tie in Rate then preference will be given to the MSME/Old firm.
- (19) Payment to be made on quarterly basis to the CA firm.
- (20) Disputes, if any, arising in the matter shall be resolved through an Arbitrator to be nominated by the Director, NIHFW. The resultant contract shall be interpreted under the Indian laws and shall be subject to the jurisdiction of courts located at New Delhi only.
- (21) The Director, NIHFW, New Delhi has the right to accept or reject any or all the tenders without assigning any reasons (s) thereof.

Introduction

The National Institute of Health and Family Welfare (NIHFW) is an autonomous organization under Ministry of Health and Family Welfare, Govt. of India. It serves as an 'Apex Technical Institute' for promotion of Health and Family Welfare programmes in the country through its Education and Training, Research and Evaluation, specialized services and advisory and consultancy services. The Annual Accounts of the Institute is audited by Internal Audit Wing, Ministry of Health and Family Welfare and as well as by the Comptroller and Auditor General of India (CAG). The TDS are deducted from the salary of the employees and also other agencies/companies and deposited on quarterly basis.

Terms and Conditions

1. Objective for hiring Chartered Accountant

The objective for hiring Chartered Accountant is to provide services like filling of Quarterly TDS, Annual Income Tax/GST return, Form-16 (A&B) and other misc./correspondence related to I.T/TDS/GST etc. filling Quarterly TDS/ TDS claims and consolidated Annual Income Tax return of the Institute. The service shall be carried out with the Standards of Income Tax manual issued by the Income Tax Department from time to time. The concerned Chartered Accountant will specifically mention the component of the Income and Expenditure of the Institute for filling TDS/IT of Quarterly TDS, Annual Accounts of the Institute. The Chartered Accountant shall be responsible to obtain TDS & GST exemption from I.T. Department.

2. Selection criteria of the Chartered Accountant will be considered only following points :

1. Head quarter of Chartered Accountant must be in Delhi only.
2. Handling accounts related work in respect of Autonomous Body/Centre Government /PSU only.
3. Empanelled with Comptroller and Auditor General of India (CAG).

3. The scope of work is as follows: -

1. Checking of day to day financial transactions maintain in (Tally / manually) so as to ensure compliances related to General Financial Rules (GFR), Accounting Standards, Correct classification of expenses, Use of correct ledger and cost center in accounting, Arithmetical accuracy, Compliance related to various tax laws such as Income Tax, TDS, GST, TDS under GST etc.
2. Preparation, finalization and Certification of Annual Accounts of the NIHFW with Annual Utilization Certificate (UC) (Before 30th April of every year for the financial year), Statement of Expenditure (SoE), Balance Sheet, Income & Expenditure Account, Receipt & Payment Account with relevant Schedules, according to the Uniform Format for Autonomous Bodies.
3. Preparation, finalization and Certification of Utilization Certificate (UC). Statement of Expenditure (SoE), Receipt and Payment account with relevant schedules and Annual accounts of the DLC, Canteen, Hostel and various Projects of the NIHFW according to the format of the Funding Agency.
4. Compilation and Certification of Annual Books of Accounts in English language so as to ensure their arithmetical and statutory accuracy as well as its presentation.
5. Scrutiny of monthly salary bill and payment of various allowances, to ensure correct disbursement, correct deduction of NPS, Income Tax, GPF and other statutory dues from

salary.

6. Scrutiny of vouchers/bills related to various payments and providing consultation towards tax implications thereof.
7. Checking and ensuring timely payment of various statutory dues Including TDS, NPS, GST, Income Tax etc. to respective authorities well before the respective due dates.
8. Calculation of Income Tax liabilities of the employees after considering the declaration and proof of Investment given by employees, and correct deduction of Income Tax from the salary of the employees.
9. Scrutiny of Bank Reconciliation statement, Advances to suppliers, contractors and employees, release of security deposit and EMD.
10. Financial advice, creation of portfolio and verification of investment of various funds (including Corpus) and financial management.
11. Reconciliation of all receipts with various Bank Statements.
12. CA firm shall be responsible for ensuring accuracy of account books, files, bank reconciliation statements, stock register, assets register (consumable and non-consumable), salary register, Pension register, GPF register entries in various relevant software/books and all the financial transactions on daily basis.
13. Providing all required information and facilitating audit of accounts conducted by CAG, Internal Audit Wing of Ministry of Health and Family Welfare (MoHFW).
14. CA firm shall be responsible for ensuring compliances of various tax laws.
15. Renewal of 12A / 80G Certificate under Income Tax.
16. Issue of Digital Signature, if any required.
17. Timely preparation of Part A & B of Form -16 & Form 16A.
18. Issue of exemption Certificate (under section 197) under I.T.
19. Verification of GSTR2A and incorporate in book
20. Correspondence of IT/TDS department from time to time.
21. CA firm shall prepare, finalize, certify and file Income Tax Returns, TDS Returns, GST Returns and other statutory returns/documents well within due dates and entire responsibility shall lie with the firm. The NIHFW will not bear any liability arising due to non-filing / late filing of any return / document.
22. Appearing on behalf of the NIHFW in all taxation proceedings before various Tax Authorities i.e. Income Tax, GST, etc. for contract period as well as previous years also.
23. Advising on applicability of any other tax, rules, laws, regulations which may be applicable on the NIHFW and all matters/items covering its scope and applicability in case of agencies from which the NIHFW is availing the services.

24. Creation of ledger/ voucher in tally software. (if require)
25. Issuance of e-invoice on GST Portal.
26. Annual Audit under Income Tax Act (Form 10B).
27. CA firm will depute one person in NIHFWS during office hours on daily basis.

4. Responsibility for preparation e-TDS and Annual ITR

The CA firm will be responsible for preparing the filling of e-TDS on quarterly basis and annual ITR and to express professional opinion on the true and fair view of the operations of the IT related services. The IT related services should cover the entire IT Manual as applicable to the Institute under IT Act 1961 and so on.

5. Key personnel

The key personnel in the firm should be led by a Chartered Accountant with a minimum of 10 years experience in the field of e-TDS and annual ITR.

6. The Chartered Accountant would be given access to all documents, correspondence, and any other information, which is deemed necessary relating to Income Tax of the Institute. The Chartered Accountant shall maintain working papers in a systematic manner and make them available to Institute for review if required.

7. Technical Proposal

The agencies fulfilling the technical criteria as per **Quality and Cost-Based Selection (QCBS)** will be evaluated on the following parameters:

Evaluation Criteria			
Sr. No.	Technical capacity of the Bidder	Marks	Max. Marks (60)
1.	1. If CA firm registered with MSME	10	10
	2. If CA firm not registered with MSME	5	
2.	Cumulative turnover of the firm		20
	25 lakhs \geq 30lakhs	10	
	\geq 30 lakhs	20	
3.	1. Experience in preparation of accounts in Autonomous & Central Govt./PSU between 3 to 5 years.	7	15
	2. \geq 5 years experience in Autonomous & Central Govt./PSU	15	
4.	1. Holding partnership between 2 to 4 with 2 FCA	7	15
	2. \geq 4 with 2 FCA or more	15	

Note: The firm whose score less than 40 marks in the technical bid/QCBS shall not be considered for financial bid.

8. Financial Bid Evaluation

Bidder should submit the financial bid which shall indicate the details of price and applicable taxes. The financial bids will be evaluated on Quality and Cost Based Selection method (QCBS) basis with 60% weightage on technical score and 40% weightage on financial score.

Technical Score = $100 \times \text{Technical marks of the bidder} / \text{Highest Technical marks}$

Scored among All Bidders {Adjust to two decimal places}

Financial Score = $100 \times \text{Financial Proposal of Lowest bidder} / \text{Financial proposal of bidder under consideration}$ {adjust to two decimal places}

The Composite score shall be computed as follows:

Composite Score = $(\text{Technical score} \times 0.60) + (\text{Financial score} \times 0.40)$ {Adjust to two decimal places}

The bidder with the highest composite score will be declared as the successful bidder. In case of tie in the highest composite score of multiple bidders, the bidder with higher technical score will be declared as the successful bidder.

Note: Technical marks are the marks scored by the bidder in the technical bid.

Director

Technical Bid Criteria**Checklist for Technical Bid**

Pl. Mention Page Numbers

Sr. No.	Technical Bid criteria	Documents to be provided	Attached (Y/N)	Page No.
01.	Tender Fee Rs. 1000/-	DD/Banker Cheque		
02.	The Chartered Accountant firm must be registered with the Institute of Chartered Accountants of India (ICAI)	Copy of CA registration Certificate		
03.	The Chartered Accountant firm should have been empanelled with the comptroller and Auditor General of India (C&AG)	Attested copy of empanelment with C&AG with period of empanelment		
04.	The bidder should be satisfactorily provided similar services of Auditing and Accounting at Central Government / Autonomous Bodies/PSU for not less than three years before 31.03.2022.	Copies of appointment letters / List of clientele verified by statutory auditor		
05.	The bidder have a minimum average turnover of Rs. 25 lakhs each in last three years exclusively from providing similar services. For this purpose last financial year would be considered as ended on 31.03.2022 and not any later period.	To be certified & validated by Chartered Accountant (CA) of the bidder's organization with name of CA, registration number, signature and stamp.		
06.	Bidder should be registered with Income Tax and Goods & Service Tax department (if applicable)	i. Attested copy of PAN Card ii. Attested copy of GST registration certificate		
07.	The bidder should have a registered Office for similar services at Delhi/New Delhi Only to be considered.	Relevant document verifying ownership or legal lease of the registered office as per list of valid address proof documents mandated by Unique Identification Authority of India (UIDAI).		

08.	Earnest Money Deposit (EMD) of Rs.10,000/-	Attached with technical bid.		
09.	Annexure-N-II [On the letter head of the Bidder]	Bidder's Details		
10.	Annexure-N-III [On the letter head of the Bidder]	Bank details		
11.	Annexure-N-IV [On the letter head of the Bidder]	Bid form		
12.	Annexure- N-V [On the letter head of the Bidder]	Declaration		
13.	Annexure-N-VI [On the letter head of the Bidder]	Declaration regarding blacklisting/non blacklisting		
14.	Annexure-N-VII [On the letter head of the Bidder]	Financial capability of bidder		
15.	Annexure – N-VIII [On the letter head of the Bidder]	Details of works of similar type executed by the bidder		
16.	Annexure – N-IX [On the letter head of the Bidder]	Declaration regarding details of penalties		

- Please use separate sheet for providing complete information.
- While evaluating bids, the document required against above eligibility criteria shall be provided as per this tender as Annexure. Firm shall self-certify each page of the tender document in token of its understanding / acceptance by signing it.
- The bidder is required to enclose self-attested photocopies of the above documents along with the Technical Bid, failing which their bids may be summarily/out rightly rejected and may not be considered:

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

[On the original letterhead of the Bidder]

Bidder's Details

Annexure –N-II

1.	Name of the Firm/ Company	
2.	Name and Designation of Authorized Signatory	
3.	Communication Address:	
4.	Office Phone No: Mobile No:	
5.	Fax: E-Mail ID:	
6.	GST registration Number: PAN Number:	
Particular Details of the Bidder/ Representative'		
7.	Name of the Contact Person: Designation: Phone No: Mobile No: E-Mail ID:	

UNDERTAKING

I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.

Authorized Signatory (signature in full) : _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

[On the original letterhead of the Bidder]

PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/ UNSUCCESSFUL BIDDER**RTGS/ National Electronic Fund Transfer (NEFT) Mandate Form**

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

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

Date :_____

Authorized Signatory (signature in full) : _____

Name and Title of Signatory:_____

Company Rubber Stamp:_____

[On the original letterhead of the Bidder]

BID FORM

To

The Director,
The National Institute of Health and Family Welfare,
Baba Gangnath Marg,
Munirka,
New Delhi-110067

Sub: Tender for Hiring Chartered Accountancy Firm For Auditing, Attesting and Related Services for F.Y 2022-23 at NIHFW, Munirka, New Delhi.

Dear Sir,

We the undersigned Bidder, having read and examined in details the specifications and other documents of the tender No. NIHFW/IT/Main Acctt./2022-2023, do hereby propose to execute the job as per specification/scope of work as set forth in your bid documents.

The prices of all items/services stated in the bid are firm during the entire period of subscription and not subject to any price adjusted as per in line with the bidding documents. All prices/rates and other terms & conditions of this proposal are valid for a period of 60 (sixty) days only from the date of opening of bid. We further declare that prices/rates stated in our proposal are in accordance with your bidding.

We declare that items/services shall be executed strictly in accordance with the specifications/scope of work and documents irrespective of whatever has been stated to the contrary anywhere else in our bid documents. Further, we agree that additional conditions, deviations, if any, found in the bid documents other than those stated in our deviation schedule, save that pertaining to any rebates offered shall not be given effect to.

If this bid is accepted by you, we agree to provide items/services as specified in tender document. We fully understand that the procurement/services is the essence of the job, if awarded.

We further agree that if our proposal is accepted, we shall provide a Performance Bank Guarantee of the value equivalent to 10% of the Order value/tender value as stipulated in Commercial bid/tender document immediately of the receipt of order/ alloy.

We agree that NIHFW reserves the right to accept in full/part or reject any or all the bids received or split order within successful Bidder/Contractor without any explanation to Bidder/Contractor and his decision on the subject will be final and binding on Bidder/Contractor.

Dated, thisday of..... 2022

Thanking you, we remain,
Authorized Signatory (signature in full) : _____
Name and Title of Signatory : _____
Company Rubber Stamp : _____

[On the original letterhead of the Bidder]

Date : _____

DECLARATION

I, _____ Son/Daughter/Wife of _____ Resident of _____ Proprietor/Director/ Authorized Signatory of the Company / Firm, mentioned above, is competent to sign this declaration and execute this tender document.

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), schedules(s), etc.) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in it's totally/entirely.

In case any provision of this tender are found violated, then your department/organization shall without prejudiceto any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit.

Date : _____

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

CERTIFICATE

Annexure –N-VI

DECLARATION REGARDING BLACKLISTING/NON BLACKLISTING

To

The Director,
The National Institute of Health and Family Welfare,
Baba Gangnath Marg,
Munirka, New Delhi-110067

Dear Sir,

Ref. – Tender for Providing Auditing, Attesting and Related Services at the NIHFWS, Munirka, New Delhi-110067

In response to the Tender Document for Providing Auditing, Accounting and related Services at NIHFWS, Munirka, New Delhi I/We hereby declare that presently our company/firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU/Autonomous Body.

2. We further declare that presently our company / firm is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/Central government/PSU/Autonomous body on the date of Bid Submission including violation of relevant labour laws.

3. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future against any other tender.

Yours faithfully,

Date:
Place:

Signature
Name
Seal of the Organisation

FINANCIAL CAPABILITY OF BIDDER/CONTRACTOR

[On the letterhead of the Bidder/Contractor]

Annual turnover details of the Bidder/Contractor from [insert relevant details]

#	Financial Year	Turnover in Indian Rupees
A	2019– 2020	
B	2020– 2021	
C	2021-2022	

[Extra rows may be added, if required]

*Audited Balance sheet and Profit & Loss account statement of the Bidder/Contractor for each of the abovementioned financial years shall submit as supporting evidence.

Date : _____

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____

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

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

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

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____

[On the letterhead of the Bidder/Contractor]

Details of Penalties

1. In case any complaint is received attributable to misconduct/mis-behaviour of contractor's personnel, a penalty of Rs. 1,500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the Institute immediately.
2. In case, the contractor fails to commence/execute the work as stipulated in the agreement or executes unsatisfactory performance or does not meet the statutory requirements of the contract, the Institute reserved the right to impose the penalty as detailed below:
 - i) 20% of cost of order/agreement per week, up to four weeks of delay.
 - ii) After a delay of four weeks, the Institute reserves the right to cancel the contract and withhold the agreement and get this job carried out preferably from other contractor(s). The defaulting contractor shall be blacklisted for a period of 3 years and his earnest money/security deposit may also be forfeited, if so warranted.
3. The personnel engaged, have to be disciplined yet courteous in dealing with the Faculty/Officers/Staff/Students etc. The Institute shall be the right to have any person removed in case of tenable complaints from Faculty/Officer/Staff/Students. The contractor shall have to arrange the suitable replacement in all such cases within 24 hours of intimation by the Institute, failing it may be treated as absent and consequent penalty as specific elsewhere in the document or any other penalty as deemed fit and reasonable by the Institute will be imposed.
4. That in the event of any loss, theft or robbery inside the campus or damage occasioned to the Department, as a result of any lapse on the part of the contractor or its personnel deployed in the Institute, which would be established after an enquiry conducted by the Institute, the said loss can be claimed from the contractor up to the value of the loss. The decision of the Institute will be final and binding on the Contractor.
5. In case of breach of any terms and conditions attached to this contract, the Security Deposit of the Contractor will be liable to be forfeited to the Institute besides annulment of the contract.
6. The manpower found drunk, in possession, consumption of tobacco, alcohol, drugs or sleeping on duty to be removed by the Contractor and no payment for that day on account of that person will be made.
7. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines.
8. Competent Authority of the Institute shall be entitled to impose any penalty to the extent of Rs. 10,000/- upon the contractor in the event of breach, violation or contravention of any of the terms and conditions and also the EMD shall be forfeited

SIGNATURE OF TENDERER
NAME OF ADDRESS OF TENDERER
RUBBER STAMP OF PROP. OF FIRM OR COMPANY

“FINANCIAL BID”

To

The Director
The National Institute of Health and Family Welfare
Baba Gangnath Marg,
Munirka, New Delhi-110067

Subject: Hiring of Chartered Accountancy Firm for Auditing, Attesting and Related Services as per scope of work for the year 2022-23 at NIHF, Munirka, New Delhi.

Table for Quoting Fee for the Assignment in terms of the Tender.

Particular	Annual (yearly) services Price (all inclusive) shall be quoted in (Rs)	
	In figure	In words
All Inclusive Lump Sum Yearly Fees for the entire scope of work covered under the terms & conditions of the tender at Sl. No. 3 & 4		

Please Note:

- I The above quoted Lump Sum fee shall be inclusive of all expenses /charges except Good Service Tax (GST).
- II The firm shall raise its Invoice on quarterly basis.
- III In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words Shall be taken into cognizance.

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.

Signature

Full Name

Designation /Firm Name

Mobile No.....

E-Mail.....

Seal:.....

Date:

Place: