

Date: 27.12.2021

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 Consultant/Firm for engagement of tax consultant in NCERT, New Delhi for filing VAT/GST return **and other related matter** of NCERT HQ including CIET through central public procurement portal <http://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	27.12.2021 at 05.00 p.m.
Bid document download start date	28.12.2021 at 11.00 a.m.
Pre-bid meeting	30.12.2021 at 2.30 p.m.
Bid submission start date	28.12.2021 at 11.00 a.m.
Bid submission end date	22.01.2022 up to 05.30 p.m.
Bid opening date (Technical)	24.01.2022 at 11.00 a.m.

Offline/ 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> and NCERT website www.ncert.nic.in

Bidders should regularly visit the NCERT website to keep themselves updated.

(R. Selvaraj)
Sr. Stores Officer
S&S Section, NCERT

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING

SRI AUROBINDO MARG, NEW DELHI - 110016

e-TENDER DOCUMENT

e-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 requirement and submitting their bids on the CPP Portal.

REGISTRATION

- i. Bidders are required to enroll 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 bidder should provide the correct/true information valid email-id & mobile no. All the correspondence shall be made directly with the contractor/ 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-tend 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 enrollment 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 than log into site through the secured login by entering their User ID/ password and the password of the DSC/eToken.

SEARCHING 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 tender can be moved to 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 completed 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 favorite' folder of bidders account from where bidder can view all the details of the tender document.
- iii. Bidders 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 document 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. Bidder should get ready in advance the bid document in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender documents/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. Bidders 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 instruction 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 the uploaded bid 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. Bidder shall select the payment option as offline to pay the Tender Fee enter details to the DD others.
- v. Bidder shall digitally sign and upload the required bid document 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 offer 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 completed tender document and are clear about the requirement of the tender document.

- vii. Bid document 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 until for bidding.

Bidder 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. Bidder 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 difficulties faced during the submission of bids online by the bidders at 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 acknowledge number, and keep it as a record of evidence for online submission of bid, which will also act as entry pass to participate in the bid opening
- xi. Bidder should follow the server time being displayed on bidder's dashboard of 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 bidder 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 person 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 bidder may obtain further information in respect of the Bidding Documents from the Sr. Stores Officer, S&S Section, Workshop Building, NCERT, Sri AurobindoMarg, New Delhi – 110016.

Any queries relating 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 91-787800973

SECTION – II

INVITATION OF BID

1. National Council of Educational Research and Training (NCERT) is an autonomous organization under the Ministry of Education, Government of India was established in the year 1961. The NCERT broadly deals with the following services for which Tax 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 printer for printing of textbooks.
 - The paper and textbooks are stored in the CWC godowns at Narela in Delhi, Gurugram in Haryana and Noida in Uttar Pradesh or any other places in Delhi/NCR hired if required in future.
 - The paper and textbooks are transported to the godowns and the printers for which transporters are appointed through tendering.
 - NCERT produces and sales CDs.
 - NCERT procures furniture and equipment's for its headquarters as wells as constituent units.
 - NCERT hires services of caterers for guesthouse and canteens and organizing 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 contractor for repair and maintenance services for equipment and furniture.
2. Here NCERT means NCERT HQ at New Delhi including CIET at New Delhi, RIEs (Regional Institute of Education), PSSCIVE, RPDC's located in the state of Assam, Gujarat, Karnatka, Madhya Pradesh, Meghalaya, Odisha, Rajasthan & West Bengal. **However, the consultancy services are required to be provided only for NCERT HQ at New Delhi.**
3. NCERT intends to engage a Tax Consultant/Firm 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 Tax Consultant/Firm and with the approval of competent authority.

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 fee of Rs. 1000/- (Rupees one thousand only) will not be considered and summarily rejected.
9. Online 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. 25,000 (Rupees twenty five thousands 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 on the CPP portal for information of 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@10% of the contract value 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 bidders after completion of tender process and 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 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.	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.
2.	Address of NCERT: 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.	Tender fee (Non-refundable) Rs. 1000/- (Rupees One thousand only)
4.	Amount of Earnest Money Deposit (EMD): Rs. 25,000/- (Rupees twenty five thousand only)
5.	The bid validity period shall be 180 days after the date of bid opening.
6.	Last date and time of uploading bid 22.01.2022 up to 5.30 p.m. Last date and time of submitting of EMD and other documents at S&S Section, NCERT 22.01.2022 up to 5.00 p.m.
7.	Date and time of the opening of technical bids: Date: 24.01.2022 Time: 11.00 AM The bid opening shall take place at: Head, Publication Division NCERT, Sri Aurobindo Marg, New Delhi-110016

SECTION –IV

SCOPE OF WORK

1. To advise NCERT offices located in New Delhi 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 assist in depositing GST amount periodically as per requirement of GST law.
5. To prepare, compile and submit GST returns monthly/quarterly/Half yearly/annually as per the requirements including pending returns.
6. To prepare periodical GST return, computation/e-way bill etc. for tax payment purpose.
7. **To Represent NCERT to resolve, finalise and settle previous years assessment cases related to Sales Tax/VAT/Entry tax before implementation of GST, if any notice is received from the Sales Tax Department, Noida (UP) and also notices already raised/ issued by Sales Tax Department, Noida, Uttar Pradesh and issues pertaining 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.**
8. 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 software of NCERT does not support GST related details in its entries.
9. To advise on taxable/non-taxable nature of Income and Expenditure heads and any other advice related to GST for the benefit of NCERT.
10. 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.
11. Submission of trading account pertaining to paper, books & kits etc. as per the requirement of the tax authority.

12. 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. pertaining to NCERT.
13. The Consultant shall depute human resource(s) as and when request is made for **any work related to Sales tax/VAT/Entry tax/GST etc.**
14. 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). All related documents must be attached/uploaded as proof.

1. The Consultant/Firm having experience of more than 10 years in Chartered Accountancy/ ICMA practice.
2. The Consultant/Firm should have its office in Delhi/NCR.
3. The Consultant/Firm must be currently providing consultation/services relating to GST to its clients (minimum 3 Government/PSU/Autonomous clients). The clients must have minimum 3 years of experience in relevant field of PSU/ Govt./Autonomous bodies. The firms must provide the list along with documentary evidence of at least three client for which they have rendered similar services in each of the past three years along with performance certificate.
4. The Consultant/Firm must have minimum average annual turnover of Rs.50.00 lakh in three financial year i.e 2017-18, 2018-19 & 2019-20. ITR and audited financial statement indicating annual turnover.
5. The Consultant/Firm must have handled GST consultancy of at least 3 client with Annual turnover more than Rs. 300 Crores each . Copy of assignment letter along with audited financial statements of client .
6. The Consultant/Firm must have experience of handling special Audit under Section 65 of CGST Act 2017 of any government organization.
7. The Consultant/Firm must have conducted GST Audit under Section 35 of CGST Act 2017 of at least 3 Govt. Organization in 3 F.Y i.e 2017-18, 2018-19, 2019-20.
8. Photocopy of PAN Card of owner/partner/Consultant/firm.
9. Registration/License No. & Date and validity of license of the Consultant/Firm.
10. GST registration certificate of Consultant/Firm .
11. Bank details of Consultant/Firm.
12. ITR and audited financial statement for the three financial years i.e. 2017-18, 2018-19 & 2019-20.
13. Profile of the Consultant/Firm.

14. An undertaking on Rs. 100/- non-judicial stamp paper duly attested by notary regarding non-blacklisting and non-registration of legal case against the Consultant/Firm .
15. Upload copy of integrity agreement duly signed by authorized signatory of firm.
16. Solvency certificate issued by Bank clearly indicating the bank account number of the Consultant/Firm.

(All supporting documents must be uploaded duly signed and stamped otherwise no cognizance with regard to mere filling up the documents will be taken. The pagination of attached document is must along with index/checklist.)

SECTION – VI

TERMS AND CONDITIONS

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/BC/BG of tender fee and EMD Amount to the Sr. Store Officer, S&S Section, Workshop Building, NCERT, Sri AurobindoMarg, New Delhi – 110016 before closing date and time of tender.
- c) After opening the Technical Bid and analyzing requisite criteria at 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/ corrigendum.
- 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 <http://eprocure.gov.in/eprocure/app> and the bidder 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.

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 subjected to variation on any account.
- c. A bid submitted with any different adjustable price quotation will be treated as non responsive and rejected.
- d. Bid Currencies Prices shall be quoted in Indian Rupees only. (INR)

4. Documents Establishing Bidder's Eligibility and Qualifications

The Bidder shall provide documentary evidence of his/her eligibility and qualification 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.

5. Deadline for submission of Bids

1. Bids must be uploaded on CPP portal on or before the closing date and original copy of EMD & Tender fee in shape of DD/BC in favour of Secretary NCERT must be submitted to Sr. Stores Officer, S&S Section, NCERT, New Delhi - 110016 on or before the closing date.
2. The NCERT may, at its discretion, extend this deadline for submission of Bids by amending the Bid Documents.

6. 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.

7. Fraudulent and Corrupt Practices

NCERT requires the Bidder 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.

8. Terms of Payment

Payment/ Consultancy/ 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 under GST as applicable.

9. 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.

10. 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 for forfeit the earnest money.

11. Consortium

Consortium will not be allowed to participate in the bidding process 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 contact.

SECTION – VII

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

PROFROMA FOR TECHNICAL BID

1.	Name of Agency	Scanned copy of document must be uploaded	Page number of uploaded document
1.	a) Profile of the Tax Consultant/Firm		
	b) Name of Proprietor/ Director/ Authorized person		
	c) Full Address of registered Office and Operating office in Delhi/NCR		
	a. Telephone No. b. Fax No. c. E-mail Address		
2.	The Firm having at least one partner with experience of more than 10 years in Chartered Accountant/ICMA Accountancy practice as per Section – V at S. No. 1.		
3	Address of firm in Delhi/NCR as per Section – V at S. No. 2.		
4	Scanned copy of experience and performance (minimum 3 Govt/PSU/Autonomous)as per Section –V at S. No. 3.		
5.	The Firm having minimum average annual turnover of Rs.50.00 lakh in three F.Y 2017-18, 2018-19 & 2019-20 as per Section –V at S.No.4		
6	The consultant/firm must have handled GST consultant at least 3 client with Annual turnover more than Rs.300 Crore each. As per Section-V at S.No.5		
7	Self attested scanned copy of experience of handling legal matters related to GST and other tax related matters.		

8	The Consultant/Firm must have experience of handling special Audit under Section 65 of CGST Act 2017 of any Govt./PSU/Autonomous as per Section-V at S.No.6.		
9	The Consultant/Firm must have conducted GST audit under Section 35 of CGST Act 2017 of at least 3 Govt./PSU/Autonomous organization in three F.Y i.e 2017-18, 2018-19 & 2019-20 as per Section-V at S.No. 7 .		
10	Self attest scanned copy of DD/BC of Rs.1000/- in shape of DD/BC in favour of Secretary NCERT payable at New Delhi on account of tender cost (non-refundable)		
11	Self-attested scanned copy of DD/BC of Rs. 25,000/- in favour of Secretary NCERT payable at New Delhi on account of EMD of tender document		
12.	Self attested scanned copy of Registration number, License number and validity of firm/agency.		
13.	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 acknowledgement and computations of taxable income duly certified by C.A.		
14.	Certificate of Constitution of Consultancy firm.		
15.	GST registration certificate of Consultant/Firm.		
16.	Bank details of Consultant/Firm.		
17.	Self-attested copy of ITR of the firm only for three financial year's i.e. 2017-18, 2018-19 & 2019-20.		
18	Self-attested scanned copy of experience certificate in the relevant field in Govt./PSU/Autonomous body for last three years i.e. 2017-18, 2018-19 & 2019-20		

19	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)		
17.	Non-blacklisting/ Non- Debarment certificate on non-judicial stamp paper of Rs. 100/- as per Annexure –B attested by notary		
18.	List of Organization/Institutions served in the past in the field of tax consultancy.		
19	Upload scanned copy of integrity pact duly signed by authorized signatory of firm		
20	Bank solvency certificate issued by Bank clearly indicating the bank account number of Consultant/Firm		

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 section 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 document will be taken.

Signature and stamp of authorized signatory

Place:.....

Date:

SECTION –VIII

Proforma of Financial Bid

PROFESSIONAL FEES

S. No.	Particulars	Basic Rate (Rs.)	Service Tax/GST in (%) percentage	Service Tax/ GST Amount (Rs.)	Total Amount (Rs)
1.	Monthly fee for providing tax consultancy services of GST returns, TDS under GST and other work details as mentioned in the scope of work				
2.	Annual Return fee for 9 and 9C.				

Read carefully

Price Bid in BoQ_XXXX.xls

A standard BoQ format has been provided with the E-tender document to be filed 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

(To be submitted on the letterhead of the firm)

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 direction 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 AurobindoMarg
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.

Authorized Signatory

Official Stamp

Date:

Place:

INTEGRITY PACT

To,

The Secretary
NCERT,
New Delhi-110016

Sub: Submission of Tender for hiring of tax consultant for filing GST of NCERT and its constituent units.

For the work of:-“Hiring of Tax Consultant for filing GST of NCERT and its Constitutents units.

Dear Sir,

I/We acknowledge that NCERT is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I / We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that THE MAKING OF THE BIDS SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by NCERT. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, NCERT, New Delhi shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Yours faithfully

(Duly authorized signatory of the Bidder)

**To be signed by the bidder and same signatory competent / authorized
to sign the relevant contract on behalf of NCERT.**

INTEGRITY AGREEMENT

This Integrity Agreement is made at.....on thisday of 2021

BETWEEN

Secretary NCERT , New Delhi

NCERT, , (Here in after referred as the

'Principal/Owner', which expressions shall unless repugnant to the meaning or context thereof include its successors and permitted assigns)

AND

(Name and Address of the Individual/firm/Company)

through (here in after referred to as the

(Details of duly authorized signatory)

"Bidder/Contractor" and which expressions shall unless repugnant to the meaning or context thereof include its successors and permitted assigns)

Preamble

WHERE AS the Principal/Owner has floated the Tender No.... ..

.....) (hereinafter referred to as "**Tender/Bid**") and intends to award, under laid down organizational procedure, contract for " Hiring of tax consultant for filing GST of NCERT New Delhi and its constituent units.

AND WHEREAS the Principal / Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "**Integrity Pact**" or "**Pact**"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Article 1: Commitment of the Principal/Owner

- 1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:

- (a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - (b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
 - (c) The Principal/Owner shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- 2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Bidder(s)/Contractor(s)

- 1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
- 2) The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
 - a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
 - b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary

contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.

- c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
 - e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose (with each tender as per proforma enclosed) any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- 3) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
 - 4) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practices means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.
 - 5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach

- 1) Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down

procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

- 2) If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.
- 3) **Forfeiture of Performance Guarantee/Security Deposit:**
If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Performance Guarantee and Security Deposit of the Bidder/Contractor.
- 4) **Criminal Liability:** If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of Indian Penal code (IPC)/Prevention of Corruption Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

- 1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/holiday list of the Bidder/Contractor as deemed fit by the Principal/Owner.
- 3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention

system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

Article5: EqualTreatmentofallBidders/Contractors/Subcontractors

- 1) TheBidder(s)/Contractor(s)undertake(s)todemandfromallsubcontractorsacommitmentin conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/ sub-vendors.
- 2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- 3) The Principal/Owner will disqualify Bidders from the tendering process who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tendering or violate its provisions at any stage of the Tender process, from the Tender process.

Article6-Durationof thePact

- 1) This Pact begins when both the parties have legally signed it. It expires for the Contractor / Vendor 04 Months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.
- 2) If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pact as specified above, unless it is discharged/determined by the Competent Authority of AllMS Nagpur.

Article7- Other Provisions

- 1) This Pact is subject to Indian Law, place of performance and jurisdiction is the NCERT New Delhi of the Principal/Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have
- 3) not been made.
- 4) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- 5) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to the iroriginal intensions.
- 6) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement /

Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

Article 8-LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contract documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....

(For and on behalf of Principal/Owner)

.....

(For and on behalf of Bidder/Contractor)

WITNESSES:

1 (signature, name and address)

2 (signature, name and address)

Place:

Date:

