



भा.कृ.अनु.प.—भारतीय मृदाविज्ञानसंस्थान
नवीबाग, बैरसियारोड, भोपाल— 462038
ICAR-Indian Institute of Soil Science

Nabibagh, Berasia Road, Bhopal – 462038 (M.P.)
Tel. No. (0755)2747375 EPABX:2730970/2734221 (Ext. No. 233 & 257) Fax. No. (0755) 2733310



TENDER DOCUMENT

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING TENDER FOR SERVICES OF CHARTED ACCOUNTANT AT ICAR-IISS, BHOPAL.

Contact Details

I/c SENIOR ADMINISTRATIVE OFFICER

**ICAR – INDIAN INSTITUTE OF SOIL SCIENCE, NABI BAGH, BERASIA
ROAD, BHOPAL - 462038, MADHYA PRADESH, TEL. NO. (0755) 2747375 (EXT.
NO. 233 & 262) FAX. NO. (0755) 2733310 Website.... <https://iiss.icar.gov.in>**

ICAR – INDIAN INSTITUTE OF SOIL SCIENCE
NABI BAGH, BERASIA ROAD, BHOPAL - 462038

File No. **6-5/2018-19/C&B/IISS**

Date : 28.07.2023

E Tender Notice

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING TENDER FOR SERVICES OF CHARTED ACCOUNTANT AT ICAR-IISS, BHOPAL – 462038.

The ICAR-IISS invites **online** OPEN TENDER IN TWO BIDS (TECHNICAL AND FINANCIAL) through e-tendering from reputed firms with adequate experience and financial capability for **TENDER FOR SERVICES OF CHARTED ACCOUNTANT AT ICAR-IISS, NABI BAGH, BERASIA ROAD, BHOPAL-462038**

The open tender enquiry document contains the following:-

CRITICAL DATA SHEET

TENDER NUMBER	F.No.6-5/2018-19/C&B/IISS
DESCRIPTION OF WORK	TENDER FOR SERVICES OF CHARTED ACCOUNTANT SERVIES (Consultancy on e-filling of GST/DS/Professional Tax etc) IISS, NABI BAGH, BERASIA ROAD, BHOPAL-462038
TYPE OF TENDER	Two Bid System (Technical & Financial)
BID SUBMISSION START	28.07.2023 04:00 PM onward
BID SUBMISSION END DATE	24.08.2023 upto 05.00 PM
DATE AND TIME OF OPENING OF TENDERS (TECHNICAL BID)	25.08.2023 at 02:00 PM
DATE AND TIME OF OPENING OF TENDERS (FINANCIAL BID)	To be notified later only to those firms who qualify in the Technical bid process.
OPENING OF BIDS	ICAR-INDIAN INSTITUTE OF SOIL SCIENCE NABI BAGH, BERASIA ROAD, BHOPAL-462038
BID VALIDITY	120 days from the date of Technical Bid opening

SECURITY DEPOSIT	Rs. 10,000/- (Rupees Eighteen Thousand Only) through Demand Draft drawn in favour of " ICAR UNIT- IISS, BHOPAL ".
VALIDITY OF SD/PB	60 days after the expiry of the contract
SUBMISSION OF BIDS	Online bids (Technical & Financial) uploaded on CPP Portal (www.eprocure.gov.in/eprocure/app) from 28.07.2023 to 24.08.2023 upto 02.00 PM.
Details of tender	Tender Document and Notice is also available on ICAR-IISS website https://iiss.icar.gov.in crp portal.

IMPORTANT NOTES:-

1. Tender Document can be downloaded from ICAR-IISS website <https://iiss.icar.gov.in> or from Central/Public Procurement Portal www.eprocure.gov.in. Bidders should enroll / register in the e- procurement module of Central Public Procurement Portal through the website: [cpp Portal](#) Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
2. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
3. ICAR-IISS reserves the right to accept / reject any /all tenders in part /full without assigning any reason thereof.
4. ICAR-IISS will not be responsible for any delay in enrolment / registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in CPP portal and enrol their [Digital Signature Certificate \(DSC\)](#) and upload their quotation well in advance.
5. Any changes / corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

NOTE :

1. The Director, ICAR-IISS may at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day
2. All communications must be addressed to The Director, ICAR-Indian Institute of Soil Science, Bhopal.

I/c Senior Administrative Officer
FOR DIRECTOR

File No. 6-5/2018-19/C&B/IISS

Dated: 28.07.2023

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING TENDER FOR CHARTED ACCOUNTANT SERVICES AT ICAR-IISS, BHOPAL.

SPECIAL CONDITIONS OF CONTRACT

1. Delivery of services: Services to be effected as advised by IISS, Bhopal
2. The above services are F.O.R.IISS Nabibagh berasia Road, Bhopal. The above prices are inclusive of all taxes.
3. Bill: Pre-receipted bill may be submitted in triplicate in favour of Director, Indian Institute of Soil Science, Bhopal on quarterly basis.
4. Payment: Payment will be made within reasonable time say within 30 days from the date of receipt of after satisfactory services. Since the mode of payment wi be e-payment system, hence bank account no. Name of bank with address and IFSC code no. of bank must be recorded on the body of bill supported with GST, TAN, GST Tax &
5. The job work at sl.no 01 to 12 will be allotted as and when the need arises and the firm will raise the bill as per allotted work.
6. TDS & other charges will be deducted from the bill as per rules.
7. An agreement has to be signed on Non-judicial Stamp paper of appropriate value within 21 day from the issue of the work order.
8. You will be required to deposit Rs. 10,000/- as security money in the form of Demand Draft/FDR in f/o ICAR unit IISS, Bhopal, which will be refunded after satisfactory completion of the contract period. If at any stage services of the firm are not found satisfactory. The contract shall liable to be terminated and security deposit shall be forfeited.
9. The contract can be mutually extended after the expiry for a period of two years (one year at a time) based on the quality of services on the same terms & condition and rates.
10. All disputes subject to Bhopal jurisdiction only.

Non-compliance with any of the above conditions is liable to rejection of tender.

Submission of Essential Documents (For Technical Bid Evaluation): The following documents are required to be uploaded along with tender form which are essential to qualify in the technical bids:-

1. Name of the firm/Company/Agency (A) Name of the contract person (B) Mobile Nos.
2. Address of the firm/Company/Agency
3. Telephone/Mobile No.
4. E-mail.
5. GST No. (Attached Photocopy)
6. PAN No. of the firm/Individual (Attached Photocopy)
7. Name of the Deptt./Offices/Ministries/Organisation where at present vehicles are engaged on regular/monthly basis (Self certified stamp copies of contract letter be attached).
8. Satisfactory service certificate from the office/Govt. deptt/Company etc. where firm is providing Chartered Accountant services must be attached.
9. Income Tax Return of the firm for the last 2 financial years must be attached.
10. Schedule – I & II must be attached with signature and seal of the firm / agency.
12. Certificate of Not blacklisting as per format given below:

"It is certified that our firm M/S..... has not been blacklisted/debarred from providing charted accountant services by any of the Central/State Government Departments/ Universities/ Government Undertaking /PSU etc. It is f u r t h e r certified that this statement is true and based on facts. If it is found false at any stage, I/we shall be liable to be responsible for the same and action as deemed fit may be taken against me/our agency."

Seal & Sign of authorised official

SCHEDULE-I
(To Be attached in the Technical bid)

SCHEDULE TO TENDER
PART - I

1. Name of the Firm/Agency
2. Full address with Post Box No. and Telephone No. if any
3. Constitution of the Firm/Agency (Attached copy)
Indian Companies Act, 1956
Indian Partnership Act, 1932(Please give names of partners)
Any other Act, if not, the owners
4. For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.
 - i) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration.
 - ii) If the answer to above is in point one and two is affirmative, please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partners.
5. Any act, if not, who are the owner. Please give
(Given full name and addresses)
6. Here state specifically :
 - i) whether the price tendered by you is to the best of your knowledge and belief not more than the price usually charged by you for work of same nature / class or description to any private purchaser, if not state the reasons thereof, if any also indicate the margin of difference.
 - ii) In respect of indigenous items for which there is a controlled price fixed by law, the price quoted shall not be higher than the controlled price and if the price quoted exceeds the controlled price, the reasons thereof should be stated.
1. State whether business dealings with you have been banned by Deptt.
Of supply / GOI /ICAR
2. Please confirm that you have read all the instructions carefully and have complied with accordingly.
3. Name and Full Address of your Banker :
4. Your Permanent A/C No./Circle/Ward
5. Any other relevant information

PART - II

6. Earnest Money Deposited: Yes/No

PART - III

7. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders
8. Name of the Permanent Representative to be visiting IISS, Bhopal regarding the contract

Date: _____
Place: _____

AUTHORIZED SIGNATORY

(Please add supplementary pages to be numbered wherever needed by the Tenderer)



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SCHEDULE-II

TECHNICAL BID

	Information required	Information to be submitted by the Firm / agency	Page No. of attachment
1	Name of the firm /Company/Agency (A) Name of the contact person (B) Mobile Nos.		
2	Address of the firm/Company / Agency		
3	Telephone / Mobile No.		
4	E-mail		
5	GST No. (attach photocopy)		
6	PAN No. of the firm/indivisual(attach photocopy)		
7	Name and address of the deptt / Offices / Ministries / organization where at present vehicles are engaged on regular / monthly basis (self certified stamp copies of contract letter be attached)	<i>Information must be given in enclosed proforma</i>	
8	Satisfactory service Certificate from the Office / Govt. Deptt / Company etc. where firm is providing Chartered Accountant services must be attached		
9	Income Tax Return of the firm for the last 02 Financial years must be attached.		
10	Schedule – I & II must be attached with signature and seal of the firm / agency		
11	Certificate of Not Blacklisting as per format		

Documentary proof in respect of above particulars must be enclosed.

Place:
Date:

Name & Signature of the authorized person
with seal

To be attached with 'Technical Bid ' Annexure - A

**Year-wise detail of last 3 years experience/ work done only related to providing of
Chartered Accountant Services to different organization / offices etc.**

S.No.	Name of the Govt. office / undertaking / where Chartered Accountant Service PROVIDED during last 3 years (Indicate turn-over amount also)	Period From ---- To -----	Name of Firms	Remarks, If any

Signature and stamp of the firm / company / agency

Online Bid Submission Details

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in Two Covers as explained below:-

COVER - I (Following documents to be provided as PDF file)			
Sl. No.	Documents	<u>Particulars</u>	File types
1.	Technical Bid	GST No. (attach photocopy)	.PDF
2.		PAN No. (attach photocopy)	.PDF
3.		Schedule – I & II must be attached with signature and seal of the firm / agency	.PDF
4.		Balance sheet of the firm for the last 3 financial years must be attached (to be attested by CA)	.PDF
5.		Undertaking on firm / agency / company's letter head that the firm has not been blacklisted/ debarred from providing Charted accountant services by any Govt. Department/undertaking as per format given given at page 06	.PDF
6.		Name and address of the deptt / Offices / Ministries / organization where at present vehicles are engaged on regular / monthly basis (self certified stamp copies of contract letter be attached) Information must be given in attached enclosed proforma	.PDF
7.		Satisfactory service Certificate from any three Office / Govt. Deptt / Company etc. where firm is providing vehicle on hire basis must be attached	.PDF
COVER - II			
1.	Financial Bid	Price bid (BOQ)	.XLS

All the documents and BOQ has to be digitally signed by the bidder.

**I/c Senior Administrative Officer
FOR DIRECTOR**