



Bid Number/बोली क्रमांक (बिड संख्या):

GEM/2024/B/4996444

Dated/दिनांक : 31-05-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	10-06-2024 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	10-06-2024 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Petroleum And Natural Gas
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Oil And Natural Gas Corporation Limited
Office Name/कार्यालय का नाम	Dehradun
Item Category/मद केटेगरी	Financial Advisory Services - Offsite; Income tax consultancy
Contract Period/अनुबंध अवधि	6 Month(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	2 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	6 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

Bid Details/बिड विवरण

Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	395300
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
-------------------	----

ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
-------------------	----

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
-------------------------------	-----

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
---	-----

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as

defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

[OM No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :

Format of Price Bid - [1717060589.xlsx](#)

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of work to be uploaded by buyer:[1717060601.pdf](#)

Financial Advisory Services - Offsite; Income Tax Consultancy (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Offsite
Category of financial advisory service	Income tax consultancy
Sub-category of Financial Advisory Services	Tax Litigation Strategy , Support for Tax Assessment
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	None
Total Experience of Professionals / Resources (In years)	5 - 7 Years
Addon(s)/एडऑन	
Post Financial Advisory Support	NA

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Trilok Chand	248003,MM GROUP HR, 1ST FLOOR, OSB, TEL BHAVAN, DEHRADUN	1	N/A

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.

14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---



ONGC WELFARE TRUSTS

("A" Wing, 6th Floor, B.S. Negi Bhawan, Tel Bhawan, Dehradun (Uttarakhand)-248003)

Ph: 0135 - 2793547 Email:trustcare@ongc.co.in

TENDER DOCUMENT

Engagement of Tax Consultant (Income Tax) for ONGC Welfare Trusts at Dehradun

File No.: ITConsul/1260961

CONTENTS

S. No.	Description	Page No.
1	Notice Inviting e-Tender	2
2	Instruction to Bidders	3-5
3	Bid Evaluation Criteria	6
4	Additional Terms and Conditions	7-8
5	Scope of Work	9
6	Technical Bid - Details of Firm	9
Total No. of Pages - 9		



ONGC WELFARE TRUSTS

("A" Wing, 6th Floor, B.S. Negi Bhawan, Tel Bhawan, Dehradun (Uttarakhand)-248003)

Ph: 0135 - 2793547 Email: trustcare@ongc.co.in

File No.: ITConsul/1260961

Date: 30.05.2024

NOTICE INVITING TENDER

ONGC Welfare Trusts, is a part of ONGC (A Maharatna Company) carrying out the administration and investment of the various employee welfare trusts constituted by ONGC. As on date six welfare trusts are under the ONGC Welfare Trusts Section, Dehradun. All the trusts are registered under the Income Tax Act, 1961.

1. Bids under two bid system are invited by the Welfare Trust Section, ONGC for the following contract from those who have provided similar consultancy service to the Trusts dealt by Government Departments /Autonomous Organisations / PSUs / Govt. Undertakings , etc.

Name of Contract	Period of contract
Engagement of Tax Consultant (Income Tax) for ONGC Welfare Trust, Dehradun	06 (six) months

2. Tenders can be downloaded from GeM portal: <https://gem.gov.in>.
3. Estimated Cost put to tender: Rs. 3,95,300/-
4. Bidding System: Open Two packet system
5. **Bid Validity:** Tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work; validity beyond 90 days from the date of opening shall be by mutual consent.



ONGC WELFARE TRUSTS

("A" Wing, 6th Floor, B.S. Negi Bhawan, Tel Bhawan, Dehradun (Uttarakhand)-248003)

Ph: 0135 - 2793547 Email: trustcare@ongc.co.in

Instruction to Bidders

1. Bidder shall read all the documents of the GeM tender before bidding. Bidders to comply all the tender conditions mentioned in the instant GeM tender.

2. Bidder has to quote their prices in designated places/tabs in the GeM Bidding portal only.

3. Bidder has to comply the Bidders Evaluation Criteria .

4. The instant tender shall be governed by GeM GTC.

5. The bidder has to upload the break-up of their total quoted prices in GEM portal along with price-bid .The bidders should not upload the price-break up in techno-commercial bid.

6. Financial Bid: The Financial Bid has to be filled as per the format provided in GeM portal and a break-up of the same should be uploaded in GeM portal. The bidder should quote the rates in figure only, in the prescribed Financial Bid. Firm quoting lowest overall will be treated as L1 firm. Financial Bids shall be opened only for technically qualified bidders.

7. Except filling rates in figure only, the bidder should not fill/write any conditions or make any changes, additions, alterations and modifications in the tender. Conditional quotes are liable to be rejected.

8. The income tax jurisdiction of the various Trusts dealt by ONGC Welfare Trusts are different and have been mentioned in the Scope of Work. Before tendering, the bidder shall fully acquaint himself/herself about the nature and extent of the requirement for the satisfactory execution of the contract

9. Before the deadline for submission of tender, the Tender Document may be modified by ONGC by issue of addendum/corrigendum which will be hosted at GeM Portal, which shall become a part of the tender document. Issue of addendum / corrigendum will however be stopped 3 days prior to the deadline for submission of tenders.

10. Eligibility Criteria / Technical Requirement & Documents that should be submitted:

- a) The bidder should be (i) a firm of Chartered Accountants. The CA Registration Certificate for carrying out aforesaid activities should be submitted as proof.
- b) The firm should have at least six years of experience in providing similar tax consultancy service (Income Tax) to Trusts dealt by Government Departments /Autonomous Organisations / PSUs / Govt. Undertakings, etc. Proof for the same should be submitted.
- c) The annual turnover of firm providing tax consultancy services should not be less than Rs. 2.5 lakh per annum for the last three years. i.e. for FY 2020-21, 2021-22 & 2022-23.



ONGC WELFARE TRUSTS

("A" Wing, 6th Floor, B.S. Negi Bhawan, Tel Bhawan, Dehradun (Uttarakhand)-248003)

Ph: 0135 - 2793547 Email: trustcare@ongc.co.in

d) The firm should have their active and fully functional office in Dehradun.

Note: Only valid proof like GST Registration Certificate/ Electricity bill / Telephone Bill / Municipal Tax Bill in the name of the firm or Receipt / any other document sufficiently establishing the address of the firm will be accepted as proof. The authorized representatives of ONGC may visit the offices of the bidders to satisfy that a fully functional branch of the firm exists in Dehradun. If after the visit, it is found that a firm operates with just a dummy/skeleton office structure or in tie-up with other firms, then such firms are liable to be rejected technically.

e) An undertaking that the Agency/company/firm is not blacklisted by any regulatory / statutory body / government department /PSU /PSE or any bank should be submitted in bidder's letterhead.

f) Details of Firm as per format enclosed in page 9 of this NIT, should be submitted.

g) The Firm's firm should not be owned or controlled by any Employee (or Relatives) of ONGC. An undertaking to this effect is to be submitted in bidder's letterhead.

h) The bidder has to submit the Technical Bid (along with the documents sought in Page 9) and the Price Bid (in the format provided) separately.

11. In case credentials submitted found to be false/ forged / incomplete / doubtful credential/the offer shall be rejected straight away and shall not be taken for evaluation / comparison purpose. The tender may be deemed as invalid at any stage if the submitted credentials are found to be false or forged.



ONGC WELFARE TRUSTS

("A" Wing, 6th Floor, B.S. Negi Bhawan, Tel Bhawan, Dehradun (Uttarakhand)-248003)

Ph: 0135 - 2793547 Email: trustcare@ongc.co.in

Bid Evaluation Criteria (BEC)

A. Technical BEC

1. The bidder should be a firm of Chartered Accountants having at least six years of experience in providing tax consultancy service (Income Tax) to Trusts dealt by Government Departments /Autonomous Organisations / PSUs / Govt. Undertakings, etc as on the date of opening of Technical Bid. To this effect bidder should submit copies of respective contracts, along with documentary evidence in respect of satisfactory execution of each of those contracts/satisfactory completion of relevant services, in the form of copies of any of the documents (indicating respective contract number and type of services), such as - (i) Satisfactory completion / performance report (OR) (ii) proof of release of Performance Security after completion of the contract (OR) (iii) proof of settlement / release of final payment against the contract (OR) (iv) any other documentary evidence that can substantiate the satisfactory execution of each of the contracts cited above.
2. The annual turnover of firm providing tax consultancy services should not be less than Rs. 2.5 lakh per annum for the last three years. i.e. for FY 2020-21, 2021-22 & 2022-23.
3. The bidder should comply with entire Scope of Work. Bids not complying with the Scope of work shall be rejected.
4. The Bidder should have never been blacklisted / barred /disqualified by any regulatory / statutory body / government department /PSU /PSE or any bank. A Self-Certificate to that effect be submitted with the bid.

B. Price Evaluation Criteria

1. The price bids shall be evaluated on the basis of quoted lump sum amount inclusive of all applicable taxes and duties and price format of tender document. The bidder quoted lowest total prices in the GEM Portal will be considered for award of contract as per system generated L-1 ranking in the GEM portal system.
2. **Resolution of Tie Cases:** In case of a tie in the quoted amount by the bidders, preference will be given to the bidder who has higher experience of similar assignments.



ONGC WELFARE TRUSTS

("A" Wing, 6th Floor, B.S. Negi Bhawan, Tel Bhawan, Dehradun (Uttarakhand)-248003)

Ph: 0135 - 2793547 Email: trustcare@ongc.co.in

Additional Terms and Conditions

1. Payment:

The payment for the services will be made on satisfactory completion of each specific service (as enumerated in the scope of work / price format) on production of the invoice. No advance payment or part payment shall be made by ONGC. ONGC shall be authorized to make statutory deductions as applicable from the amount payable to the Consultant.

Invoices should be addressed to GM (F&A) – Head Trusts, VI Floor A Wing, B.S. Negi Bhawan, Tel Bhawan, Dehradun – 248003.

Invoices along with supporting documents can be submitted / uploaded through VIMS Portal (<https://vims.ongc.co.in/>), which is the preferred mode of submission of Invoice. Invoice (PDF digitally signed with class II/ III signature) and supporting documents can be uploaded in VIMS Portal by logging-in with the help of Vendor Code. However, in case supplier/contractor is not able to submit/upload the Invoice through VIMS portal as mentioned above, Invoice along with supporting documents can also be submitted / uploaded by sending these documents to a designated email-id: ap_invoices[at]ongc[dot]co[dot]in.

Ten (10) digit PO or Contract number should be clearly mentioned in the invoice. For submitting the invoices through VIMS Portal and Email channel, following must be ensured:

- i) Invoices should be system generated and no hand written invoices shall be allowed.
- ii) Invoice should be e-invoice in terms of GST Law or the digitally signed invoice only.
- iii) Invoices need to be scanned at a minimum of 300 dpi, preferably in color.
- iv) Invoices should be in PDF format only.
- v) For invoices, file name should be kept as "INVxxxxxxx.pdf" (INV must be prefixed for correct categorization of invoice and differentiation from supporting document).
- vi) A regular format must be maintained in which invoices are being submitted in ONGC.
- vii) Invoices should be digitally signed with Class– II / III Digital Certificate issued by any licensed Certifying Authorities.
- viii) In case, Email channel is being followed, separate mail should be sent for each invoice.

Note: Invoices submitted for payment should be e-invoice in terms of GST Law or the digitally signed invoice only. No physical invoice shall be accepted for payment.

The consultant shall submit their bills in VIMS only after the acceptance and approval of service is confirmed by the Client in writing.

Payment shall be made by ONGC after due verification and certification of submitted claim within 15 calendar days from the date of receipt of invoice

2. Any and all information in written, electronic media or oral form and disclosed to the Consultant shall at all times remain the legal and absolute property of ONGC and the Consultant shall have no rights to use the information for any purpose other than that expressly authorized by ONGC.

3. **Period of Contract:** Engagement of Tax Consultant (Income Tax) is for a period of 06 (six) months from the date of NOA (notification of Award)



ONGC WELFARE TRUSTS

("A" Wing, 6th Floor, B.S. Negi Bhawan, Tel Bhawan, Dehradun (Uttarakhand)-248003)

Ph: 0135 - 2793547 Email: trustcare@ongc.co.in

4. **Contract extension**

In case of non – completion of scope of work within the contract period, due to reasons beyond the scope of the service provider, the contract may be extended at the same rates and terms & conditions for a period agreed to by both the parties mutually.



ONGC WELFARE TRUSTS

("A" Wing, 6th Floor, B.S. Negi Bhawan, Tel Bhawan, Dehradun (Uttarakhand)-248003)

Ph: 0135 - 2793547 Email: trustcare@ongc.co.in

SCOPE OF WORK

Engagement of Tax Consultant (Income Tax) for ONGC Welfare Trusts at Dehradun.

File No.: ITConsul/1260961

A. ONGC CSSS Trust – IT Jurisdiction – Ghaziabad & Lucknow

1. Follow-up of the application for obtaining approval u/s 10(23AAA) in the Income Tax Department for the next three years from AY 2025-26 onwards from Commissioner of Income Tax (Exemption), Lucknow.
2. Follow up and filing applications for pending refund for the AY 2018-19
3. Follow up and filing applications for pending refund for the AY 2021-22

B. ONGC SAHAYOG Trust – IT Jurisdiction - Dehradun

1. Follow up and filing applications for pending refund for the AY 2019-20
2. Follow up and filing applications for pending refund for the AY 2021-22

C. ONGC PRBS Trust – IT Jurisdiction - Dehradun

1. Representation before commissioner of Income Tax (Appeals) for AY 2018-19.



ONGC WELFARE TRUSTS

("A" Wing, 6th Floor, B.S. Negi Bhawan, Tel Bhawan, Dehradun (Uttarakhand)-248003)

Ph: 0135 - 2793547 Email: trustcare@ongc.co.in

TECHNICAL BID - DETAILS OF CHARTERED ACCOUNTANT FIRM

Engagement of Tax Consultant (Income Tax) for ONGC Welfare Trusts at Dehradun.

File No.: ITConsul/1260961

Sl. No.	Particulars	Particulars Given	Page No.
1.	Name of the Firm along with complete address		
2.	Registration Number (Attach Copy)		
3.	PAN (Attach Copy)		
4.	GSTIN (Attach Copy)		
5.	Bank account details (Attach copy of cancelled cheque)		
6.	Experience in years (Attach Copy)		
7.	Annual Turn Over in rupees (Attach Copy)		
8.	Location of the firm's fully functional office at Dehradun (Attach Copy)		
9.	Whether the Agency/company/firm is blacklisted by any ONGC / any Govt. department or not. (Attach Undertaking in firm's letterhead)		
10.	Email address		
11.	Mobile numbers of authorized persons		
12.	Confirmation as to whether the bidder belong to the category of Micro, Small and Medium Enterprises as defined in the "MSME Development Act, 2006 (MSMEDA)" (If yes, attach copy)		
13.	Any other information, if any. (existing Vendor Code with ONGC etc.)		
14.	Confirmation that the firm is not owned or controlled by any Employee (or Relatives) of ONGC. (Attach undertaking)		

Declaration by the bidder:

This is to certify that I/We before signing this tender and quoting the rates have fully understood all the terms and conditions, scope of work and undertake myself/ourselves to abide by them.

**Signature of bidder
with seal**

Date: