



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5412955
Dated/दिनांक : 20-09-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	11-10-2024 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	11-10-2024 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	60 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Home Affairs
Department Name/विभाग का नाम	Department Of Home
Organisation Name/संगठन का नाम	Ut Division
Office Name/कार्यालय का नाम	Resident Commissioner Ut Ladakh New Delhi
Item Category/मद केटेगरी	Financial Advisory Services - Offsite; Tax Advisory
Contract Period/अनुबंध अवधि	1 Year(s) 1 Month(s) 1 Day(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	Yes

Bid Details/बिड विवरण	
RA Qualification Rule	H1-Highest Priced Bid Elimination
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	30000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	No
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Details of the Competent Authority for MSE

Name of Competent Authority	Deputy Resident Commissioner
Designation of Competent Authority	Deputy Resident Commissioner
Office / Department / Division of Competent Authority	Resident Commissioner, New Delhi
CA Approval Number	.
Competent Authority Approval Date	19-09-2024
Brief Description of the Approval Granted by Competent Authority	approval of competent authority is accorded for exemption for MSE Compliance

Competent Authority Approval for not opting Micro and Small Enterprises Preference : [View Document](#)

1. 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. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

2. 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.

3. 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.

4. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

i. If number of technically qualified bidders are only 2 or 3.

ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.

iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.

iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1

v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Number of years of experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions.:Minimum 03 years, As per the bid documents

Number of XX qualified professionals in full time employment at senior level with experience in handling similar or relevant projects.:As per the bid documents

Scope of work to be uploaded by buyer:[1726663916.pdf](#)

Financial Advisory Services - Offsite; Tax Advisory (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Offsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns , Compliance and Governance Needs , Advance Tax Computation , Support for Tax Assessment , Tax Litigation Strategy
Financial Advisory Reports	Yes
Frequency of Progress Report	Fortnightly

Specification	Values
Type of Professional/Resources required	Chartered accountant , Tax expert , GST expert , Financial advisor
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Indian Accounting Standards (Ind AS) , Derivatives (by ICAI) , Valuation (by ICAI) , Certified internal auditor (ICAI) , charter accountant
Total Experience of Professionals / Resources (In years)	3 - 5 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	Samyak	110021,Ladakh Bhawan 9 kautilya marg chanakyapuri	1	N/A

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

1. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

4. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

5. **Buyer Added Bid Specific ATC**

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

6. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

7. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

8. **Past Project Experience**

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

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---

संघ राज्यप्र शासन, लद्दाख
निवासी आयोग कार्यालय
9, कौटिल्यमार्ग, चाणक्यपुरी
लद्दाख भवन, नई दिल्ली



UNION TERRITORY OF LADAKH
RESIDENT COMMISSIONER OFFICE
9-KAUTILYA MARG, CHANAKYAPURI
Ladakh Bhawan, New Delhi

ईमेल: - rcoladakh@gmail.com

Ph.no: - 011-24100198

TENDER SCHEDULE

Name of the Work	Tender for Annual Maintenance Contract for Hiring Services of Chartered Accountant/Cost Accountants Firm in this Office named "Resident Commissioner, UT Ladakh, Ladakh Bhawan New Delhi" -110021
Last Date & submission of Tender	As Per Bid Specification Uploaded on the GeM portal.
Date & Time of Opening of online Tender	As Per Bid Specification Uploaded on the GeM portal.
Earnest Money Deposit (EMD) in required form to be sent by Post / Delivered in hand on or before the last date of submission of E-Tender (Technical)	Submission of Bid Security Declaration in terms of the Department of Expenditure Procurement Policy Division, M/o Finance, GoI OM No:F.9/4/2020-PPD Dated 12/11/2020
Performance Security Deposit / Security Deposit (PSD / SD) to be deposited by successful bidder	Nil

Note: If the tender is not opened on the specified date, due to unforeseen circumstances, then the next working day will be considered as tender opening date.

Scope of Work

E-Tender through GeM portal for Hiring Services of Chartered Accountant/cost Accountants Firm

Annual contract for a total period of 01 year from reputed Chartered Accountant/Cos Accountant Firms who are holding Valid Registration/License for providing Tax Advisory Services.

Tender for Hiring Services of Chartered Accountant/Cost Accountant Firms.

S.No.	Description	Rate
01	Professional Fee for TDS 26Q Original	
02	Professional Fee for TDS 24Q Original	
03	Entry Charges 24Q & 26Q Original	
04	Annual Salary Annexure. II Record Entry in Qtr. IV	
05	Form 16/16A Generation & Printing	
06	The upload Fee being charged by NSDL will be charged on an actual basis	
07	GST as applicable will be charged in addition to the above professional Fee	

A) Related to income Tax-TDS, GST-TDS

1. To ensure compliance of timely E-filing of all the returns pertaining to Income Tax-TDS. GST-TDS including E-filing of quarterly TDS returns pertaining to income tax deducted from salaries and TDS deducted from contractors. (24Q and 26Q. GST-TDS return)
2. Feeding of data of I-Tax deduction of employees/contractors.
3. Data for filling aforesaid return will be provided by The Department through softcopy/hard copy as required.
4. To ensure timely generation of Form-16,16-A. Generation of GST-TDS challan and certificate/GSTR-7 A or any other document mandatory required under aforesaid activities.
5. Timely filling of correction/rectification/revision in monthly/quarterly returns in case of any incorrect entry or invalid/wrong PANs /GST Numbers or any other kind of error. in any return of Income Tax-TDS. GST-TDS and GST matter.
6. Appearing before the Income Tax/GST Authorities on case to case and providing assistance to file a reply of Notice of Income Tax-TDS. GST-TDS and GST matters as and when required.
7. The firm will suggest regarding the maintenance of books/ledgers required for Income Tax-TDS. CST-TDS and GST matters.
8. Total Period of the Contract will be for a period of 01 year
9. The firm should have their active and fully functional office or branch in Delhi.
10. In this office, there are approximately tentative 1 to 10 number of regular staff for which quarterly returns are to be filled and Form 16 are to be generated after the end of

the FY. Approximately 1-6 numbers of contractors/suppliers for which quarterly returns are to be Filed and 16A in this regard generated & printed on quarterly basis.

11. Any other work related to Income Tax which is not explicitly mentioned in the scope of work or may be introduced by the Government due to changes in the Taxation laws etc. will form the part of the scope of work.
12. During the contract period. no increase what so ever will be given other than quoted rates.
13. Any other work related to income Tax as assigned by this office whether or not it pertains to the period of engagement of the firm/consultant.
14. Visit of the consultant/authorized staff once or more in a month (whenever required) to guide on Income Tax related matters. No TA/DA or any other allowances etc. will be paid for this.

B) TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION: -

- a) The firm should have at least 03 Years (three Years) experience in providing similar taxation services to Govt Departments/Autonomous Bodies etc. (please attach proof)
 - b) Turnover of firm providing such service should not be less than 05 lakh per annum for the last three years i.e. for F.Y. 2021-22,2022-23,2023-24. (Please attach proof)
 - c) The firm hold has their active and fully functional office or branch in Delhi (please attach Proof). Only valid proof like GST resignation certificate/Electricity bill/ Landline/ Broadband bill in the name of the firm will be accepted as proof. The authorized representatives of this office may visit the offices of the bidders to satisfy that a fully functional branch of the firm exists in Delhi. If after the visit it is found that a firm operates with just a dummy/skeleton office structure or in a tie-up with other firms then such firms are liable to be rejected technically.
 - d) Initially the contract will be for a period of one year which will be extendable to the 2nd year on the same terms and conditions depending upon the satisfactory performance of the CA Firm.
 - e) Payment will be released on a quarterly basis.
 - f) An undertaking that the Agency /company/firm is not blacklisted by any Govt. Department.
 - g) The competent Authority of RCO may terminate the contract of the selected firm on account of unsatisfactory service by giving a notice of one month.
2. Copy of CA Registration Number/Trade Certificate for carrying out aforesaid activities
 3. RTGS/NEFT Details of the firm.
 4. Copies of documents in support of experience, turnover and active fully functional branch in Delhi.
 5. Valid Address proof in the name of the firm for fully functional office in Delhi.
 6. The quote will be treated as invalid, /unresponsive, if item-wise rates are quoted. Only a single lumpsum amount per month shall remain valid for three financial years for all works as per the scope of work. The firm quoting the lowest overall will be treated as L1 firm.

Note: -

- a) Rates must be inclusive of all types of charges and applicable statutory taxes and levies other than GST. If the quoted rates of two/more firms are same, then L1 firm will be decided on the basis of below mentioned criteria and order.
 - i. Higher relevant experience (if both quoted rates are the same).
 - ii. Higher turnover (if quoted rate as well as experience are same).
- d) The firm should not devise their own format or lay down any other conditions except lump sum amount. Conditional quotes are liable to be rejected.
- e) Applicable Taxes/GST, if any, shall be paid extra, on a reimbursement basis on the production of receipts.
- f) The authorized officer of the firm should sign and stamp the pages of this letter and submit the complete tender/quotation may be submitted online.

Related to Income tax

1. In this office is approximately 1 to 10 number of regular staff form 16 part-A & part-B are to be generated after the end of the FY and TDS and TDS certificate provided by soft/hard copy and approx. 1 to 6 contractors for which quarterly return and form 16A require to generate.
2. E-filing of quarterly TDS 24Q/26Q returns pertaining to income tax.
3. Feeding of data of Income tax deductions of employees/ contractors.
4. Filing of correction/rectification/revision in monthly/quarterly returns in case of any incorrect entry or invalid/wrong PANs number or any other kind of error in any.
5. Assistance to file a reply of a notice on income tax-TDS matters.

ADDITIONAL TERMS & CONDITIONS

INVITATION TO APPLICATIONS

1. This office requires the services of reputed, well established and financially sound Companies'/Firms/ Agency to provide Full Service and Maintenance Contracts for the hiring of services of Chartered Accountant / Cost Accountant firm in the Office of the Resident Commissioner, UT Ladakh, Ladakh Bhawan New Delhi -110021.
2. The tender will be uploaded on GeM Portal only. The tender should be quoted in two bids (Technical bid & Financial bid.).
3. The firm will quote the rates inclusive of all charges and applicable statutory taxes and levies other than GST. No any type of delivery transportation etc. charges will be admissible.
4. The rates quoted shall be valid for next one year and this office has reserved the right to reduce/increase the quantity or prefer additional orders as required.
5. This office requires the services of a reputed Agency to provide a contract of AMC for one year. The period of the contract may be further extended or may be curtailed or terminated.

INSTRUCTIONS TO BIDDERS

1. The following documents for technical bid are required from the bidder: -

- (i) Copy of the last three years of the annual turnover which is 400% (as per requirements by (GeM Portal) of the estimated value of contract.
 - (ii) Average Annual turnover of OEM which is 400% (as per requirements by GeM portal) of estimated value of the contract.
 - (iii) The Service Provider Should have been registered with GST.
 - (iv) Registration Office or one of the Branch Office of Companies/Agencies/Firms located in Delhi only.
 - (v) Service Provider has a minimum possess three (03) years of past experience for this purpose at Central/State Govt. offices. /Autonomous body /State Central PSUs. Three Certificate/Work Order of last three years regarding above project is to be provided.
 - (vi) The vendor should not have been blacklisted by the Department /Ministries of Central/State Govt., autonomous body under state/ Central Govt., State/ Central PSUs (valid proof of document/ declaration to be attached).
 - (vii) Copy of PAN in respect of the firm/ individual as the case may be;
 - (viii) Copy of registration certificate of agency/firm/company for said purpose if any.
 - (ix) The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt, the bidder is to upload an undertaking to this effect with the bid. (Certificate to be submitted)
 - (x) As Per Deptt. Of Expenditure Letter No. F-9/4/2020-PPD, Govt. of INDIA, dated: 12- Nov- 2020 instead of Bid Security/EMD the bidders are required to submit a Declaration regarding the Same.
 - (xi) Acceptance on letter head by an authorized bidder regarding technical specification mentioned in bid or duly signed all pages of bid documents "SCOPE OF WORK & ADDITIONAL TERM & CONDITIONS FOR TENDERERS, INSTRUCTION TO THE BIDDERS" as mark of acceptance.
2. The bidders are advised to attach relevant documents in support of their eligibility. If any of the prescribed conditions are not fulfilled or are incomplete in any form, the bid shall be rejected.
3. The selected Agency shall also provide functional Mobile and Land Line numbers or its personnel for urgent work regarding above-mentioned work.
4. while submitting the Bid, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the bid shall be rejected.
5. If any bidder stipulates any condition of his own, such conditional Bid shall be liable to be rejected.
6. Agencies/Contractors should follow all the statutory obligations under various laws from time to time and no additional payment will be made in this regard.
7. Bidder's offer is liable to be rejected if they don't upload any of the certificates/documents sought in the Bid document, ATC, and Corrigendum if any.
8. TDS will be deducted as per Govt. of India norms.
9. No extra payment/compensation whatsoever on account of natural calamity/accident otherwise, will be made to the firm except the offered rates permitted under the contract.

- 10.No cash payment will be paid in any case & Payment will be made strictly on availability of funds.
- 11.The Agreement shall be come to an end either on completion of the Contract Period or shall be terminated for Breach of contractual obligations.
12. Penalties: As mentioned in the GeM portal/ decided by the Competent Authority of Resident Commission Office (RCO).
- 13.Any liability arising out of any litigation due to any act of contractor staff shall be directly borne by the contractor.
- 14.During the contract period, the scope of work for which the job has been awarded is increased, /reduced, then the payment price shall be increased, /reduced on a pro-rata basis by the department & this decision shall be binding.
- 15.In Case the contractor fails to cope with the workload or doesn't render satisfactory services or dishonors the contract in any way, the contract awarded shall be liable for cancellation/termination summarily, without assigning any reasons thereof.
- 16.No request for an increase in the rates will be entertained during the period of supply of Items. No advance payment will be made. Also, no interest will be paid on delayed payment
- 17.In case of any differences the firms can be called for negotiation. This office will be the sole Arbitrator on all matters and his decision will be binding on the bidder.
- 18.In case of breach of any clause of contract the firm can also be blacklisted.
- 19.Force Majeure: In the event of any unforeseen circumstances directly interfering with the supply of items arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the successful bidder shall, within 7 working days, from the commencement thereof, notify the same in writing to the purchaser with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days " notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other.
- 20.Relaxation: The Head of the Department reserves the right to relax any of the conditions In exceptional cases, in the best interests of this Office reserves the right to withdraw the tender in whole or in part at any stage without assigning any reason.
21. Bids will be completely analyzed and evaluated at each stage by committee.
- 22.Financial bids of only those bidders shall be opened who have been declared technically qualified by the Committee for further analysis or evaluation and ranking and selecting the successful bidder for placement of the contract.
23. Except mentioned conditions rest all conditions applicable as per GeM portal.
24. code of Integrity- No official of a procuring entity or a bidder shall act in contravention Of the codes which include: -
 - (i) Prohibition of :-
 - (a). Making offer, solicitation, or acceptance of bribe, reward or gift, or any material benefit either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
 - (b). Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided;
 - (c). Any collusion, bid rigging, or anti-competitive behavior that may impair the transparency, fairness and the progress of the procurement process.

- (d) Improper use of information provided by the procuring entity to the bidder with an intent to gain an unfair advantage in the procurement process or for personal gain;
- (e) Any financial or business transaction between the bidder and any official of the procuring entity related to the tender or execution process of the contract; which can affect the decision of the procuring entity directly or indirectly.
- (f) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process;
- (g) Obstruction of any investigation or auditing of a procurement process;
- (h) Making false declarations or providing false information for participation in a tender Process or to secure a contract; (ii) Disclosure of conflict of interest;
- (ii) Disclosure by the bidder of any previous transgressions made in respect of the provision of sub-clause (i) with any entity in any country during the last three years or of being debarred by any other procuring entity.

25.No increase in the agreed rates shall be entertained during the period of the contract.

26.Jurisdiction: Any dispute, arising out of this contract will be settled under the jurisdiction Of the High Court, Delhi. The addressing authority will be Resident Commissioner Ladakh Bhawan, New Delhi.

27.Selection/Evaluation procedure for Tender. The bidder will be qualified only if he fulfills eligibility criteria and submits all documents required/ enquired that documents for technical bid are required from the bidder. The financial offer should be further evaluated to find out the lowest rate. The lowest responsive financial bid is acceptable for final selection.

28.Corrigendum, if any issued for the Tender Document shall form part of the Tender Document. The Corrigendum shall be posted on GeM Portal. Hence, agencies/companies/firms are requested to visit the GeM regularly and note the corrigendum/amendments to the Tender Document without fail and submit the offer accordingly. The Department is not responsible for ignorance of the corrigendum.

29.In case of any clarification regarding the Tender Documents may ask through email (rcoladakh@gmail.com)/ contact in office within one week after the publishing of the tender Documents.

30.The rates mentioned above will not be enhanced during the period of the contract in any case.

31.The payment will be made to the agency on a quarterly basis after satisfactory completion of service and availability of funds.

32.Taxes may be deducted at source as per prevailing rules.

33.AMC contractor should follow all the statutory obligations under various laws from time to time and no additional payment will be made in this regard.

34.The Service Provider shall ensure the following service norms: (a) Service Availability Timings: 09:30AM to 06:00 PM (Monday to Friday), 10:00AM to 02:00 pm (Saturday).

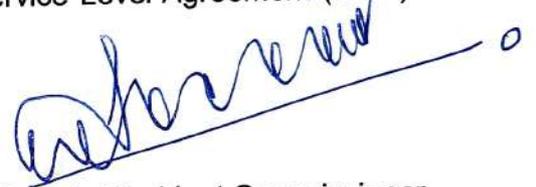
35.No extra payment compensation whatsoever on account of natural calamity/accident.

36.The Agreement shall be come to an end either on completion of the contract period or shall be terminated for Breach of contractual obligations.

37.Penalties: As per mentioned in the Service Level Agreement and Packages(GeM).

38.Any liability arising out of any litigation due to any act of Agency/contractor staff shall be directly borne by the contractor.

39. During the contract period, the scope of work for which job has been awarded is reduced, then the payment price shall be reduced on pro-rata basis by the department & this decision shall be binding.
40. This Office reserves the right to withdraw/cancel the tender any time without assigning any reason.
41. The service provider is required to maintain the log sheet which will include number of services provided during the contract period, which is duly certified by the authorized officer.
42. No increase in the agreed rates shall be entertained during the period of contract.
43. Rest of the term & conditions is applicable as per Service Level Agreement (GeM) and package.



Deputy Resident Commissioner,
Resident Commissioner Office, UT Ladakh
Ladakh Bhawan, New Delhi

Annexure-I

(FORMAT OF BID SECURITY DECLARATION TO BE SUBMITTED ON LETTER HEAD OF THE FIRM/AGENCY DULY STAMPED & SIGNED)

To,

The Resident Commissioner, UT Ladakh.
Ladakh Bhawan,
New-Delhi 110021.

BID SECURITY DECLARATION

Bid/ Tender reference No of Office of the Resident Commissioner, UT Ladakh, Ladakh Bhawan, New-Delhi 110021.

I/ We, the undersigned, declare that:

1. I/We understand that, according to existing rules/regulations, bids must be supported by a Bid Security, which is being submitted in the form of this Bid Security Declaration.
2. I/We accept that: I/We may be blacklisted/disqualified/ debarred from bidding for any contract in any Central Government Ministry/ Department for a period of two (02) years If I/ We have committed any of the following actions:
 - (i) Withdrawn my/our Bid during the period of bid validity required in the bidding documents; Or
 - (ii) Fail or refuse to accept the award or enter into contract in accordance with the Bidding Documents after having been notified as the successful bidder.
3. I/We understand that this Bid Security Declaration shall cease to be valid on the following circumstances:
 - (a). Upon expiration of the bid validity period;
 - (b). I am/ we are declared ineligible or disqualified upon receipt of your notice to such effect, and
 - (c) I/ We have furnished the performance security after declaration as the successful bidder.

AUTHORIZED REPRESENTATIVE OF THE FIRM
(Signature/ Stamp)

Annexure-II
Technical Bid Checklist

S.No	Documents Provided details	If provided then Yes otherwise, No.
1.	Annual Turn Over (Last 03 Years)/Average Annual Turnover.	
2.	GST Registration letter/certificate	
3.	Past Experience (Provide Work Order as documentary evidence (Especially Last 03 years documents, not absurd documents))	
4.	Blacklisted Certificate	
5.	PAN CARD	
6.	Registration Certificate	
7.	Liquidation/Court receivership or Similar proceedings/ Bankruptcy certificate	
8.	Bid Security Declaration	
9.	Bid Document as Mark of acceptance.	
10.	The Registered Office of the manpower Company/Firms/Agency should be located in Delhi	
11.	Others documents	

**Others documents (details) column, which is provided in this format for the purpose of mention.

additional documents/details regarding the tender. Please mention details/types of documents in this column & also mention Yes/No in right Yes/No column,

** Please provide all document details in file form along with marking of page number.

**All documents uploaded by the service provider should be signed by authorized signatory-

Yours faithfully

Signature/Stamp of the Company/ Agency

Annexure-III

1. Name of the tendering Company/Firm/Agency: _____.

2. Name of proprietor/ Director of the _____
Company/ Firm/Agency

3. Full address of Reg. Office: - _____.

Telephone No.: _____ Fax No: - _____.

Email address: _____

4. PAN _____.

5. GST No.: _____.

6. Udhya Registration No. if any: _____.

7. Financial turn over of the tendering Company/ Firm/ Agency for the last 03 Financial Years.

S.No	Financial Year	Amount (In Lakhs of Rupees)	Remarks, if any
1	2021-22		
2	2022-23		
3	2023-24		

9. Details of last 03 years' experience to Govt. Department/ Ministry/ PSU etc.

S.No.	Name of the office	Duration of Contract with amount of contract	Remarks, if any
1			
2			
3			

I/We have read and understood the contents of the Tender and hereby agreed to abide by the terms and conditions contained in this Tender.

Date: _____

Signature of the authorized

Place: _____

person(s) with seal

संघराज्यप्रशासन, लद्दाख
निवासीआयोगकार्यालय
9, कौटिल्यमार्ग, चाणक्यपुरी
लद्दाखभवन, नई दिल्ली



UNION TERRITORY OF LADAKH
RESIDENT COMMISSIONER OFFICE
9-KAUTILYA MARG, CHANAKYAPURI
Ladakh Bhawan, New Delhi

ईमेल: - rcoladakh@gmail.com Ph.no: - 011-24100198

Certificate

1. Approval is hereby accorded for exemption from MII Compliance.
2. Approval is hereby accorded for exemption from MSE Compliance.

Deputy Resident Commissioner
Resident Commissioner Office
UT Ladakh -New Delhi