



बिड संख्या/Bid Number: GEM/2026/B/7246469

दिनांक /Dated: 17-02-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	27-02-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	27-02-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Education
विभाग का नाम/Department Name	Department Of Higher Education
संगठन का नाम/Organisation Name	Indian Institute Of Advanced Study (iias)
कार्यालय का नाम/Office Name	Shimla
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Audit report; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	8 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (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

बिड विवरण/Bid Details

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
अनुमानित बिड मूल्य /Estimated Bid Value	200000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15

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. 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [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. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
4. 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
5. 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.
6. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Financial Audit Services - Review Of Financial Statements, Audit Report; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Compliance with law & regulations , Review system & processes , Bank Transactions
Type of Industries/Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्ट दस्तावेज /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Ranjana	171005,RASHTRAPATI NIVAS, SUMMERHILL, SHIMLA	Project / Lumpsum Based	N/A

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

1. **Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

3. **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.

4. **Buyer Added Bid Specific ATC**

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

5. **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.

अस्वीकरण/**Disclaimer**

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.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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 कार्यवाई का आधार होगा।/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.

---धन्यवाद/Thank You---

TENDER FOR HIRING CHARTERED ACCOUNTANT SERVICES AT IAS, SHIMLA.

INTRODUCTION

Indian Institute of Advanced Study is an Autonomous Body funded by Ministry of Education, Govt. of India invites quotations consisting of two-bid tender (Technical and Financial) for engagement of Chartered Accountant firm for Finalization of Annual Accounts, Internal Auditing and other Related Services at IAS, Shimla on behalf of Director.

Eligibility Criteria:-

1. The Chartered Accountants (partnership) should be registered with The Institute of Chartered Accountant of India (ICAI). The Firm should be empanelled with CAG of India.
2. The firm's Head Office should be within the Municipal Corporation area of Shimla and at least two partners of the firm should be based in Shimla (submit proof i.e firm constitution certificate).

Terms and Conditions :

1. The firm should have at least 3 years work experience in Central Autonomous body or Central Govt./State Govt.
2. CA will be requested to attend the meetings of the Society as and when required.
3. Standing of the CA firm should be at least 10 years.
4. At least one partner of the firm must have DISA/CISA qualification.
5. The interested Bidders may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand) in favour of **Secretary, IAS , Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla- 171005 (Himachal Pradesh)**, if applicable.
6. The EMD of all unsuccessful bidders / tenderers will be returned without any interest after one month after opening this tender. The tenderers are advised to send pre-receipted challan along with their bids so that the refund of EMD to unsuccessful tenders is facilitated. The Incomplete tender and the tender received after the due date and time will not be accepted.
7. The EMD will be forfeited, if the bidder withdraws his offer or any clause of his offer/tender, if such withdrawal adversely affects the interest of IAS.
8. The Firm shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency.
9. The firm should not be blacklisted by the Central Government/State Government /PSU/any other Institutes.
10. The competent Authority of IAS reserves the right to reject any bid and to annul the bidding process and reject all bids at any time without assigning any reason (s) whatsoever.
11. The appointment of the Chartered Accountant firm contract will be awarded initially for two years and may be further renewed for one more year subject to satisfactory performance and continued empanelment of the firm by the CAG.
12. The Financial bid shall only be considered if the tenderer fulfils the eligibility criteria for submission of the tender.
13. The IAS also reserves the right to relax any of the terms & conditions of the tender.
14. The Technical Bid and Financial bid proforma is enclosed as **Annexure-A** and **Annexure-B**

सचिव
Secretary
भारतीय उच्च शिक्षण संस्थान
Indian Institute of Advanced Study
राष्ट्रपति निवास, शिमला - 171005
Rashtrapati Nivas, Shimla-171005

Scope of work

1. Compilation of all the Financial Statements of the Institute.
2. Preparation, finalization of Annual Accounts of the IIAS before 31st May of year for the financial year, Statement of Expenditure (SoE), Balance Sheet (Main, IUC, GPF, NPS, Mess) for the F/Y 2026-27 & 2027-28, Income & Expenditure Account, Receipt & Payment Account with relevant Schedules as per the prescribed format of Ministry of Education, Govt. of India for Autonomous Bodies.
3. Preparation of Utilization Certificate (UC) of Institute Grant account and Inter University Scheme (IUC) under University Grants Commission.
4. Conduction of Internal Audit of Accounts of IIAS on quarterly basis and finally for Financial year with submission of internal audit report thereof. The Internal Audit is to be carried out which will include examination of Bank reconciliation statements, Scrutiny of Ledgers, Yearly Receipt and Payment, Income & Expenditure and Balance Sheet, Fixed Asset Register and depreciation and providing suggestions of improvement of the existing system of Internal control.
5. Conduction of Audit of Inter University Centre (IUC) programme funded by University Grants Commission.
6. To facilitate the Fellows of the Institute, Fellows Mess is run by the Society and Audit of Fellows Mess to be conducted.
7. To Provide consultation and advisory services for saving taxes.
8. CA firm shall be responsible for ensuring accuracy of account books, files, bank reconciliation statements, stock register, assets register (consumable and non-consumable), salary register, Pension register, NPS/GPF register entries in various relevant software/books and all the financial transactions on daily basis.
9. Providing consultation in settlement of Audit paras, vetting of replies during audit of Accounts by CAG team, drafting of replies of SAR/Audit Report etc. as per the request of the Institute from time to time during the Financial Year.
10. Firm has to deal with various returns/notices/appeals under Income Tax Acts.
 - (a) Filling of yearly income tax returns.
 - (b) Filing of Form 10.
 - (c) Audit of accounts in accordance with the provision of the Section 12A(1)(b) of the Income Tax Act, 1961 and submission of Audit Report to Income Tax Department in Form 10B.
 - (d) Income tax Exemption u/s 12AA
11. In the case of exigencies of work, the firm shall depute their trained personnel even on holidays.

Evaluation Criteria:-

Technical bids will be opened first and evaluated based on the documentary validation and evaluation criteria (including minimum eligibility criteria) stipulated in the tender document. Financial bid of only technically suitable/ qualified bidders will be opened. Unopened commercial bids along with EMD of technically unsuitable bidders will be given back to the bidders. The IIAS will seek clarification if required on documents submitted by bidder.

Incomplete Bid shall not be considered and will be summarily rejected.

The rates must be as per the price bid format without any ambiguity.



सचिव

Secretary

भारतीय उच्च शिक्षण संस्थान

Indian Institute of Advanced Study

राष्ट्रपति निवास, शिमला - 171005

Rashtrapati Niwas, Shimla-171005

Interested bidder have to submit the following mandatory documents. Please attach the proof of all the required documents.

Technical Bid- Pre-qualification Criteria

Checklist for Technical Bid

Sr. No.	Pre-qualification criteria	Documents to be provided	Attached (Y/N)
01.	The Chartered Accountant firm must be registered with the Institute of Chartered Accountants of India (ICAI)	Copy of CA registration Certificate	
02.	The Chartered Accountant firm should have been empanelled with the comptroller and Auditor General of India (C&AG)	Attested copy of empanelment with C&AG with period of empanelment	
03.	The bidder should have at least 3 years work experience in Central Autonomous body or Central Govt./State Govt. and had satisfactorily provided services of Auditing and Accounting at Government / Autonomous Bodies	Copies of appointment letters/List of clientele verified by statutory auditor.	
04.	At least one partner of the firm, must have DISA/CISA qualification.	Copies of DISA/CISA qualification	
05.	The average minimum turnover should not be less than Rs. 25.00 lakhs per annum during the last three financial year.	To be certified & validated by Chartered Accountant (CA) of the bidder's organization with name of CA, registration number, signature and stamp.	
06.	CA Firm should be registered with Income Tax and Goods & Service Tax department (if applicable)	I. Attested copy of PAN Card II. Attested copy of GST registration certificate	


 सचिव
 Secretary
 भारतीय विज्ञान संस्थान
 Indian Institute of Advanced Study
 राष्ट्रपति निवास, शिमला - 171005
 Rashtrapati Niwas, Shimla-171005

07	The CA firm's Head Office should be in Shimla (HP) and at least two partners of the firm should be based in Shimla (submit proof i.e firm constitution certificate).	Relevant document verifying ownership or legal lease of the registered office as per list of valid address proof documents mandated by Unique Identification Authority of India (UIDAI).	
08.	Earnest Money Deposit (EMD) of Rs.10,000/- (if applicable)	Attached with technical bid.	
09.	Appendix-I (On the letterhead of the Bidder)	Bid form	

The bidder is required to enclose self-attested photocopies of the required above documents along with the Technical Bid, failing which their bids may be summarily/out rightly rejected and may not be considered

Name of the Bidder

Signature of Bidder (Signature In full): _____

Name and Stamp of the Company: _____

Address of the Company: _____

E-mail Id: _



सचिव
Secretary

भारतीय उच्च अध्ययन संस्थान
Indian Institute of Advanced Study
राष्ट्रपति निवास, शिमला - 171005
Rashtrapati Niwas, Shimla-171005

BID FORM

Sl.No.	Particulars	
1.	Name of the Bidder and name of the firm/company	
2.	Full Postal Address	
3.	Telephone Nos./Mobile Nos/	
4.	E-mail	
5.	PAN Account No. (copy of PAN Card should be attached)	
6.	GST No. (copy of GST registration certificate should be attached)	
7.	EMD Demand Draft No. and Date Issuing Bank Details Amount	
8.	Turnover Proof (Audited Balance Sheet)	
9.	Experience Certificate/ Proof of Work Order/Letter of Award copy to be attached	
10.	Self declaration that firm has not been blacklisted.	

UNDERTAKING

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. I/We certify that all the particulars furnished above are true and correct. I/we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and the Institute reserves the right to take legal action against my firm and I will be liable to pay the damages to the Institute as assessed by the Institute.
3. The rates quoted by me are valid and binding upon me for the entire period of contract.
4. I/We give the rights to the competent authority of the office of the Indian Institute of Advanced Study, Shimla to forfeit the Earnest Money/Security money deposit by me/us if any delay or failure occur on my part or fail to abide by the provisions of the contract.

Date :-

Place:-



सचिव
Secretary
भारतीय उच्च अध्ययन संस्थान
Indian Institute of Advanced Study
राष्ट्रपति निवास, शिमला - 171005
Rashtrapati Niwas, Shimla-171005

(Signature of the Bidder)

Designation:

(Office seal of the Bidder)

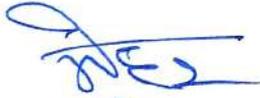
PROFORMA FOR PRICE BID

S. No.	Description	Rate (In figures)	Rate (In words)
1.	All inclusive yearly fees for Compilation of Final Accounts of IAS, Shimla and entire scope of work as defined in tender document.		

Note:

1. The above quoted fees shall be inclusive of all expenses /charges and applicable taxes.
2. In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words Shall be taken into cognizance.

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



सचिव
Secretary
भारतीय उच्च अध्ययन संस्थान
Indian Institute of Advanced Study
राष्ट्रपति निवास, शिमला - 171005
Rashtrapati Niwas, Shimla-171005

Signature of Bidder
(Capacity in which signing)

Seal of firm