

**GOVERNMENT OF INDIA  
MINISTRY OF JAL SHAKTI  
(Department of WR, RD & GR)  
NATIONAL WATER DEVELOPMENT AGENCY**

**e-BID DOCUMENT for  
Engagement of a Chartered Accountant firm for  
providing financial services for the financial year  
2026-27 in National Water Development Agency  
(NWDA)**

**Executive Engineer (HQ)  
18-20, Community Centre, Saket,  
New Delhi, 110017**

### Key Dates

Date & Time of Publication of Bid on GeM Portal	5 <sup>th</sup> March, 2026 at 18:00 HRS
Download of Tender Document	Commence from 5 <sup>th</sup> March, 2026 at 19:00 HRS
Last Date & Time for Submission of e-Bid by Bidder	17 <sup>th</sup> March, 2026 at 15:00 HRS
Date and Time of the Opening of Technical Bids	17 <sup>th</sup> March, 2026 at 15:30 HRS
Presentation to be held	Pre qualified bidders will be informed about the date separately
Date and Time of the Opening of Financial Bids	Will be notified to the technically qualified tenderers

**Note- The duly filled and signed Technical Compliance Sheet must be uploaded by the bidding firms.**

## 1.0 General

1. The National Water Development Agency (NWDA), a Registered Society under the then Ministry of Irrigation [now Ministry of Jal Shakti (MoJS), Department of Water Resources, River Development & Ganga Rejuvenation (DoWR, RD&GR)] was set up in the year 1982 to carry out detailed studies, surveys and investigations in respect of Peninsular Component under National Perspective Plan (NPP) for Water Resources Development. NWDA is a fully funded (100% grantee) by Govt. of India since its inception. The Accounts of the NWDA are prepared as per standard accounting procedure as applicable to the Central Autonomous Bodies issued by Ministry of Finance.
2. NWDA intends to hire trained, qualified, competent human resource from a professional firm with proven expertise in financial services. NWDA desires to engage the services of an experienced agency/firm. It is to be noted that the services would be engaged initially for 1 year only and can be subsequently extended for a year or any specified period as decided by NWDA. Bids are invited from interested firm/service providers fulfilling the eligibility criteria as mentioned in the bid document.
3. The agency must be registered on GeM in relevant category.
4. The agencies are required to provide professional, objective, and impartial service at all times and hold the NWDA's interest's paramount, without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interests.
5. Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of NWDA or that may be reasonably perceived as having this effect. Failure to disclose such situations by the agency may lead to disqualification of the agency or termination of the contract.
6. Agency must observe the highest standards of ethics during the selection and execution of the contract. NWDA may reject a proposal at any stage if it is found that the firm recommended for award has indulged in corrupt or fraudulent activities in competing for the contract in question, and may also declare a firm ineligible or blacklist the firm, either indefinitely or for a stated period of time, if at any time it is found that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.
7. The family members / blood relations of employees and/or consultants of NWDA, NIC and/or the Department of WR, RD&GR, Ministry of Jal Shakti shall not be eligible to participate in the process. Any proposal submitted by them may be summarily rejected. In case, NWDA comes to know of the relationship subsequent of the award of contract, the contract shall be liable to be cancelled.
8. The GeM policy will be followed in Eligibility Restrictions based on Reciprocity and Land Borders issues. Sub-contracting will not be permitted.
9. The bidder has to upload the duly filled **Annexure-1** and **Annexure-2** regarding eligibility and other conditions along with the supporting documents, if any required.

## 2.0 Minimum Eligibility (Pre qualification criteria)

1. The bidder should have an Experience of providing consultancy services/financial services/experience of Audit and /or preparation of Annual Accounts of Central / State Government organizations / PSUs for more than 3 years. Copy of the certificate of incorporation should be enclosed.
2. The office of the service provider must be located in Delhi-NCR and documentary evidence in this regard should be enclosed.
3. The firm should have achieved a minimum average annual turnover of INR 15 Lakh during the last three financial years respectively. A CA certificate should be enclosed stating the same.
4. The firm should have demonstrated experience in handling similar projects only of comparable stature. Detail of similar projects handled with project cost is mandatory.
5. The firm should be able to provide a qualified staff for undertaking the project. The firm should have a good team of Professionals/ Experts on payroll. The service provider is required to submit the CVs of the team members proposed to work on this project.
6. The Firm should be registered with the Institute of Chartered Accountants of India (ICAI).

## 3.0 General Instruction to Bidder

Before submitting the bid, the prospective bidder must ensure that he / she **has understood the exact requirement of the work and had a clear overview of work have to be executed. In case of any discrepancy or ambiguity felt by the bidder in the scope of work and the desired deliverable functionality from the work, it is mandatory to raise the clarification(s) in writing through mail to the e-mail ID [eehq-nwda@gov.in](mailto:eehq-nwda@gov.in) or [eehqnwda@gmail.com](mailto:eehqnwda@gmail.com) well in advance** and in turn get requisite clarifications as per the dates mentioned in the bid data sheet. In case no such clarification required by the prospective bidder, it will be construed that all the requirements of the work to be executed are understood by the bidder and no communications will be entertained or done by the NWDA at any stage of work after the opening of the bid and during execution of the work.

## 4.0 Earnest Money Deposit (EMD)

The Bidder shall submit a Bid Security/ Earnest Money Deposit (EMD) @2% of the estimated value of the work amount of INR 10,00,000/- (Rupees Ten Lakhs only) which amounts to INR 20,000/- (Rupees Twenty Thousand only) through Online Payment in favor of “**National Water Development Agency**”, Bank & Branch Name: **State Bank of India, Saket, New Delhi**, Account No.: **37718992394** IFS Code: **SBIN0031580** and copy of acknowledgement slip will have to be uploaded along with the documents related with Technical bid.

Micro and Small Enterprises (MSEs) if registered with any Government bodies, specified

by Ministry of Micro, Small and Medium Enterprises (MSME), with valid certificate, duly issued by GoI, shall be exempted from submitting the earnest money deposit (EMD). Exemption and relaxation in EMD is subjected to the validity and acceptance of their registration certificate, on the date of opening of the bid, however a signed "Bid Security Declaration" (BSD) (**Annexure – 3**), accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the bid documents, shall be submitted by these MSEs/MSMEs along with the documents related with Technical bid. No other type of certificate is acceptable.

1. No interest will be payable by NWDA on the EMD.
2. Unsuccessful bidder/firm/agency's EMD shall be returned to them without any interest in accordance to GeM policy and the EMD of successful bidder/firm/agency shall be returned without any interest after receipt of Performance Security from them.
3. In case EMD/ BSD is not received within the stipulated deadline as per GeM policy, NWDA reserves the right to forth with and summarily reject the Proposal of the concerned Bidder without providing any opportunity for any further correspondence by the concerned Bidder.
4. Bids are liable to be rejected as non-responsive if a Bidder fails to provide and/ or comply with the required information, instructions etc., incorporated in the bid document or gives evasive information/ reply against any such stipulations.
5. Furnishes wrong and/ or misguiding data, statement(s) etc. In such a situation, besides rejection of the bid as non-responsive, NWDA will also enforce Bid Security Declaration.

#### **5.0 Bid Submission**

**The bidder, if desired, may visit to NWDA prior to submitting the bid, to acquaint himself / herself fully with the nature, type and scope of work involved therein.** The rates quoted shall remain firm during entire period of execution and till completion of the work contract and any additional claim for lack of knowledge shall not be entertained. Bidders should upload the relevant supportive documents to confirm their eligibility for technical evaluation.

MSME bidder should submit the signed "Bid Security Declaration" (BSD) accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in accordance to GeM policy.

#### **6.0 Financial bid:**

The Financial bid is provided in required format as mentioned in bid document. Bidder(s) are advised to quote the rates in the price bid accordingly. Financial bid undertaking (**Annexure – 4**) is also to be uploaded along with the financial bid. Bidder shall not tamper / modify downloaded price bid template in any manner. In case if the same is found to be tempered / modified in any manner, bid will be completely rejected and bidder is liable to be banned from doing business with NWDA.

- i). The rates shall be quoted in Indian Rupee only.

- ii). The rates will be inclusive of all taxes, fees, levies, etc. and any revision in the statutory taxes, fees, etc. will be the responsibility of the Bidder. The rate of GST may be mentioned separately.
- iii). In case of any discrepancy / difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
- iv). The quoted rates shall remain valid and firm throughout the tenure of the contract and no revision is permissible for any reason.

## **7.0 Opening and Evaluation of Bid**

1. All the items and services mentioned in the financial bid of the bid should be quoted by the bidder.
  - a. Bidder(s) offering only a part of the financial bid shall be considered as conditional and unresponsive and will be rejected. Bid(s), in which the prescribed conditions are not fulfilled or are incomplete in any respect, are also liable to be rejected.
  - b. The bidder(s) should specifically note that they are not expected to stipulate any condition in their bid and further if any such condition is included in the bid; such bid(s) are liable to be out rightly rejected treating the same as a conditional bid.
2. The bid(s) shall be opened on date and time in accordance to GeM guidelines.
3. NWDA reserves the right to verify the particulars furnished by the Bidder independently. If any information furnished by the bidder is found to be incorrect at any stage he / she shall be debarred from bidding for the works of NWDA in future.
4. NWDA reserves the right to reject any or all bids without assigning any reason. Also the mentioned quantity of work may vary at the time of award of work or during the execution of awarded work.

### **A. Evaluation of Technical Bids**

- a) After receipt of technical and financial proposals / bids within the prescribed date, an authorized officer or committee of NWDA, shall undertake the exercise for evaluation of the technical bids for which the marks allocated shall primarily be decided on the basis of information / data available in the technical bid documents along with the “Earnest Money Deposit” / “Bid Security Declaration” received from the bidder in the first instance.
- b) The evaluation of the technical bid of the bid(s) shall very much depend upon the technical strength of the bidder, the qualification & experience of the manpower deployed, the turnover of the company, the nature of the projects executed of the similar type etc.

The bidder shall be awarded marks on the basis of related documents uploaded (e.g. Performance certificates, Completion certificates, financial turnover, availability of various

resources e.g. manpower etc.) provided by him with the technical bid.

The bidder has to provide details such as description & work experience of the company, technical qualification & experience of manpower, turnover of the company, work schedule and understanding of the objectives and scope of work so as to satisfy the work requirements and time schedule.

The bidder shall provide all relevant details just identifying the technical competence of the agency as per the evaluation criteria indicated in *para (d)* below.

- c) No cognizance will be taken of any further supporting documents or clarifications or any such additional information furnished subsequently by the bidder. However, NWDA reserves the right to call for such clarifications confined to the scope to the content of the technical bid, if such clarification becomes necessary for the proper judgment in the evaluation of the bids.
- d) The selection of the agency will be QCBS based and the exercise for evaluation of technical bid shall be undertaken by the duly constituted Bid Evaluation Committee, based on the following broad criteria (bidders shall upload the relevant documents with bid for evaluation) and their weightage shown against them:

Sl. No.	Parameter	Maximum Marks	Award of marks
1	<b>Financial Standing</b> Average Annual Turnover	<b>15</b>	<ul style="list-style-type: none"> <li>• Above 15 to 20 Lakh – 10 marks</li> <li>• Above 20 Lakh – 15 marks</li> </ul>
2	Experience of the Firm (Providing consultancy services/financial services/experience of Audit and /or preparation of Annual Accounts of Central / State Government organizations / PSUs/Autonomous Bodies/Statutory Bodies. (Since ICAI Registration)	<b>15</b>	<ul style="list-style-type: none"> <li>• Above 3 and upto 5 years experience – 5 marks</li> <li>• Above 5 and upto 10 years experience – 10 marks</li> <li>• Above 10 years experience – 15 marks</li> </ul>
3	Experience in Similar Assignments  (Similar assignments shall mean audit/accounting/taxation/financial advisory services for Government Departments/PSUs/Autonomous Bodies/Statutory Bodies.)	<b>15</b>	<ul style="list-style-type: none"> <li>• 1 to 2 Assignment – 5 marks</li> <li>• 3 to 5 Assignment – 10 marks</li> <li>• More than 6 Assignment – 15 marks</li> </ul>
4	The firm must not have been	<b>20</b>	Supporting Document: The

	debarred / blacklisted by State Government, its PSU's , Central Government / PSU's or by Income Tax Department		notarized affidavit as per prescribed form Attached herewith below. <b>Annexure-6</b>
5	Work Plan strategy / methodology in respect of scope of work, Understanding of Government Accounting Procedures (GFR, PFMS, etc.), understanding & schedule of completion	<b>35</b>	The firm / agency will be called to make a Presentation to the Technical Bid Evaluation Committee at NWDA office, Saket, New Delhi.
	<b>Total:</b>	<b>100</b>	

*The marks here are indicative only and the NWDA reserves the right to award the marks as he seems the bidder is eligible. The bidder shall provide all relevant details justifying the technical competence of the agency as per the evaluation criteria indicated above.*

- e) Bidder(s) who scores 70 or more marks (ST) on 100 – point scale (para ‘d’ above) in technical evaluation criteria become technically qualified and only then their financial bid(s) shall be opened.
- f) It is at the sole discretion of the NWDA to award the work to the bidder, to be evaluated as the most eligible. The technical evaluation criteria of the bidder shall play a major role in awarding the bid including bid prices. NWDA does not bind himself for accepting the lowest bid.
- g) Each or any firm, if desired by NWDA, may be required to give an oral / power point presentation for the information given by them before the Bid Evaluation Committee either through online or offline as decided by the bid inviting authority during the validity of the bid for final technical evaluation of bid. This will enable NWDA to ascertain their understanding of the scope and the technical specifications of the work involved.
- h) The Online Folder containing the financial bids will not be opened until the technical evaluation is completed and the results are approved by the Bid Evaluation Committee.
- i) NWDA will inform the date& time of opening of financial bids well in advance to the technically qualified bidder(s) through e-mail.

#### **B. Evaluation of Financial Bids**

- a) After opening of financial bids, the lowest evaluated Financial Proposal (Fm) is given the maximum Financial Score (SF) of 100.
- b) The formula for determining the financial scores (SF) of the other financial proposals is calculated as  $SF = 100 \times (Fm / Fx)$ , where ‘SF’ is the financial score, ‘Fm’ is the Lowest Price and ‘Fx’ the price of the financial bid under consideration.

- c) The combined score of bid is calculated as  $S = ((ST \times T) + (SF \times P))$ . The weights given to the technical (T) and Financial (P) proposals are as  $T = 0.70$  and  $P = 0.30$ .
- d) Technically qualified bidders are ranked according to their combined score (S) comprising the technical score (ST) and Financial score (SF) using the weights T&P of respective bids. The bid proposal obtaining the highest combined score (S) is ranked as H-1 followed by the proposal securing lesser marks as H-2, H-3 and so on.
- e) In the event of two or more bid proposals have the same score (S) in the final ranking, the bid proposal with higher technical score (ST) will have the higher ranking.

**C. Declaration of Successful Bidder and Award of Work**

- a) The work would be awarded to the H-1 bidder after approval of the competent authority.

However, the competent authority on behalf of NWDA does not bind itself to accept this or any other bid and reserves its right to accept or reject any or all of the bids received without assigning any reason.

- b) Competent Authority also reserves the right of accepting the whole or any part of the bid and the bidder shall be bound to perform the same at the rate quoted for each item. Also the item-wise quantity of work may vary at the time of award of work as well as during the execution of awarded work.
- c) The competent authority also reserves the right to allow the Central / State Govt. Public Sector Enterprises, Micro, Small and Medium Enterprises as per Govt. of India rules prevalent on the date of opening of financial bid.
- d) The letter of intent for award of work to the successful bidder shall be issued and shall constitute the formation of Contract. Agreement shall be drawn with the successful bidder as per the requirement of the GeM bid and terms & conditions. Bidder shall quote his rates as per various terms and conditions of the said form which will form part of the agreement.
- e) For the purpose of this bid the contract agreement with the successful bidder shall comprise of the bid form and financial bid submitted by the bidder online, bid document, amendment to the bid document if any, post bid opening correspondences both online and offline, and NWDA's notification of award of the contract etc.
- f) NWDA also reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligations to inform the bidder(s) on the ground of the NWDA's action.

**8.0 Performance Security/Performance Bank Guarantee**

The successful bidder needs to submit the Performance Security/Performance Bank

Guarantee, e-PBG @3% of quoted value in accordance to GeM Policy & terms and conditions in favor of “**National Water Development Agency**”, Bank & Branch Name: **State Bank of India, Saket, New Delhi**, Account No.: **37718992394** IFS Code: **SBIN0031580** with validity for at least 6 months beyond the contract validity period.

**9.0 Scope of Work:** Scope of work and services rendered by CA firm shall include, but not limited to, the following:

**1. Accounting Services for F.Y. 2026–27 of NWDA (including all Projects)**

The Chartered Accountant Firm shall provide comprehensive accounting services for the Financial Year 2026–27, covering NWDA Headquarters as well as all projects of NWDA, including the following:

- a) Preparation of vouchers for payments, receipts, journal vouchers, etc., and maintenance of day-to-day accounting transactions in Tally software, as per applicable rules and procedures.
- b) Preparation of budget estimates and maintenance of grant-wise and head-wise accounting in Tally for day-to-day financial requirements.
- c) Preparation of monthly Trial Balance and Bank Reconciliation Statements (BRS) of NWDA.
- d) Preparation and vetting of Annual Accounts in accordance with the standard accounting procedures applicable to Central Autonomous Bodies, as prescribed by the Ministry of Finance, and submission of the same on or before 10th May 2027.
- e) Consolidation of accounts of Headquarters and all Circle Offices, including preparation of Receipts & Payments Account, Income & Expenditure Account & Balance Sheet for the financial year 2026–27, along with preparation of Utilization Certificates (UCs) as applicable.
- f) Assistance in responding to and resolving Audit Paras raised during CAG Audit/Internal Audit including preparation of replies and supporting statements.

**2. Income Tax Computation of NWDA Staff**

The CA Firm shall undertake income tax-related work for employees of NWDA including:

- a) Monthly calculation of projected income tax liability based on salary details, declarations and documents submitted by employees and submission of signed statements.
- b) Calculation of final income tax deductions based on actual salary figures provided by NWDA and verification of supporting documents submitted by employees for claims under various provisions of the Income Tax Act followed by submission of signed computation sheets.
- c) Compliance of income tax related queries of NWDA employees during the course of the financial year.

**3. Statutory Compliances**

The CA Firm shall ensure compliance with all applicable statutory requirements, including but not limited to Income Tax Act, GST laws, and other relevant statutes as

applicable to NWDA:

- a) Preparation and filing of monthly/quarterly/annual statutory returns relating to TDS, GST, TDS on GST and Income Tax as applicable to NWDA.
- b) Issuance of Form 16 and Form 16A to employees/vendors within prescribed timelines as per statutory provisions.
- c) Advising NWDA on the applicability of any other taxes, laws, rules or regulations including those related to services availed from other agencies.
- d) Submission of a monthly certificate/confirmation letter certifying the correctness and accuracy of accounts maintained by NWDA.

#### **4. Actuarial Valuation of NWDA Staff Strength (Approx. 495 employees)**

The CA Firm shall arrange and ensure actuarial valuation of all NWDA employees in accordance with applicable rules Accounting Standard 15 for Gratuity & Leave Encashment only.

**THE ABOVE LIST IS INCLUSIVE AND NOT EXHAUSTIVE, PLEASE NOTE.**

In nutshell, the Chartered Accountant Firm shall be fully responsible for complete maintenance of all accounting and financial records of NWDA in Tally, including data backup, and for ensuring total compliance with all applicable statutory and legal requirements relating to Accounts, Income Tax, GST, and any other applicable laws. The Firm shall compile and finalize Annual Accounts and ensure their timely submission to C&AG and other authorities, and shall provide all replies, clarifications, and data from Tally required by C&AG/Internal Audit from time to time. The Firm shall maintain confidentiality and integrity of financial data and shall not part with any records or information without written approval of NWDA. The Firm shall maintain segregation of duties, internal checks, and controls to prevent errors, omissions or irregularities and shall immediately bring any non-compliance or financial irregularity to the notice of the Competent Authority.

The firm shall deploy adequate qualified personnel (on-site support at NWDA Saket Office) for completion of scope of work at its own cost. Office timings 09:30 AM to 06:00 PM (Monday to Friday) regularly. The deployed team shall be headed by at least one qualified Chartered Accountant, who shall supervise the work on a day-to-day basis.

The Qualified CA will report to “Director (Finance)” of the NWDA at least once a month, to discuss and review the work progress. The CA shall also submit a “Monthly Review / status report” to the Director (Finance) showing the status of the books & accounts and also the pending issues, if any. This report shall be vital for timely processing of their bill.

All salaries, wages, statutory dues, and other costs relating to deputed personnel shall be entirely borne by the CA firm, and NWDA shall have no liability whatsoever in this regard.

**10.0 Quoted Rates** - Charges must be quoted in detail as per below format for a period of one years. In case the contract extended then the charges will be applied for extended period as per mutual understanding of buyer and service provider. The financial bid will not submit with in technical documents.

Item No.	Item Specifications & Configuration	Unit of measurement	Qty	Unit Price (INR)	Rate of GST in %	Unit Price inclusive of GST (INR)	Total Price inclusive of GST (INR)	Remarks
			A	B	C	D	A x D	
A	Fee for financial Services for the F.Y. 2026-27 in NWDA as per scope of work and terms and condition mentioned in the bid document	Lump sum	1					

**11.0 Payment terms& Schedule:**

The payment shall be made against the services provided by firm, subject to the following terms and conditions:

- a) The payment during the entire contract period shall be made in accordance with the financial quotation submitted by the selected firm and accepted by the NWDA. No price variation would be allowed during the contract period. The financial price quoted by the contracting firm shall be final. No request for extra payment on account of increase in price on whatever account will be entertained. No extra payment on account of any out of pocket expenses shall be paid. However, NWDA may, at its sole discretion, consider giving an annual increment @ 10% on the last retainer ship / settled Fee charged, subject to satisfactory performance by the CA firm as per NWDA’s judgment and standards.
- b) Payment shall be subject to TDS & TDS on GST under applicable rates.
- c) Payment shall be made on Quarterly basis after submission of the bill along with all the requisite monthly compliances/statements.
- d) The NWDA reserves the right to deduct amount from the bill raised by the firm as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the NWDA will be the final in this regard.

Any interest / penalty which becomes payable by NWDA to any tax authorities due to delay in filing of statutory returns and / or delay in deposit of statutory taxes / dues, which is attributable to the negligence of the CA firm then such amount shall be

deducted from the payment due to such CA firm or shall be recovered in such a manner as the NWDA may deem fit.

- The payment would be made by NWDA/Ministry/Department concerned on submission of following documents in accordance with the above payment terms:
  - a) Ink signed copy of the Agency's bills.
  - b) Satisfactory Performance report submitted by the competent authority of NWDA
  - c) Details for electronic payment viz .Account holder's name, Bank name, Branch name and address, Account type, Account Number, IFSC code, MICR code (if these details are not incorporated in supply order/contract).
  - d) Any other document/certificate that may be provided for in Contract.

#### **12.0 Survival of obligations and Liquidation damages:**

The obligations of the CA firm/service provider relating to the accuracy, completeness, timeliness, and statutory compliance of GST-TDS and Income-tax TDS returns filed during the term of the contract shall survive the expiry or termination of the contract for a period of three (3) years from the date of filing of the relevant return.

The firm/service provider shall be solely and exclusively responsible for any errors, omissions, delays, or non-compliance in respect of the said returns and shall indemnify, defend, and hold harmless the NWDA/Employer/Department from and against any and all penalties, late fees, interest, demands, claims, losses, damages, costs, or liabilities of whatsoever nature, whether arising directly or indirectly, in connection with the performance or non-performance of the services.

Any rectification, revision, or corrective action required during the survival period shall be carried out by the firm/service provider at its own cost, and no additional payment or rectification charges whatsoever shall be payable by NWDA to the firm/service provider.

#### **13.0 Replacement of deployed staff**

NWDA shall have the right to demand the replacement of any staff deployed by the Firm for the performance of the Services. If, in the opinion of NWDA, any deployed staff is found to be incompetent, unskilled, indecorous, non-compliant with contractual obligations, unable to execute the tasks covered in the scope of the work within the given time lines or otherwise unsuitable for the Services, NWDA may communicate such concerns to the Firm in writing. Upon issuance of written communication by NWDA requiring corrective action in respect of such staff, NWDA shall be entitled to demand replacement of the concerned staff member(s). The Firm shall replace the said staff within two (2) calendar days from receipt of the written communication, at no additional cost to NWDA. The replacement shall possess qualifications, experience, and competence equal to or higher than those of the staff being replaced. The Firm shall submit the credentials, qualifications, and experience details of the proposed replacement staff to NWDA for

review and record prior to or immediately upon deployment. Any delay, disruption, or deficiency arising from the replacement of staff shall be the sole responsibility of the Firm and shall not entitle the Firm to any extension of time, additional payment, or compensation of any kind. Failure by the Firm to comply with this clause shall constitute a material breach of the Contract, without prejudice to any other rights or remedies available to NWDA under the Contract or applicable law.

#### **14.0 Confidentiality**

Selected agency will endeavor that the allotted activities shall not at any time, without the consent of the NWDA in writing, divulge or disclose any information to any person other than a person employed by the bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

- a. Any document, other than the Contract itself, shall remain the property of the NWDA.
- b. The Contractor shall not, without the NWDA's prior written consent, make use of any document or information enumerated in this document except for purpose of performing the Contract.
- c. The service provider shall not, without the prior written consent of NWDA, disclose any documents, data or other information furnished by the service provider in connection with the Contract, and clearly identified in advance by the service provider as being confidential, to parties not directly involved in the project(s) covered by the Contract.

#### **15.0 Force majeure Clause**

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock outs or extra ordinary events or circumstances beyond human control leading to delays or non-fulfillment of contractual obligations. And to restrictions imposed under any Act or extensive order of the Government/s on account of global pandemic or act of God (hereinafter referred to "events") provided, notice of the happening of any such event is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reason of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract. The contract shall be resumed as soon as practicable and the decision of the Purchaser as to whether the deliveries have been so resumed or not, shall be final and conclusive, PROVIDED FURTHER that if the performance in whole or part or any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days, either party may at its option terminate the contract provided also that if the contract is terminated under this clause, the purchaser shall be at liberty to take over from the contractor at a price to be fixed by the Purchaser, which shall be final.

#### **16.0 Miscellaneous Terms and Conditions of the Contract:**

The agency shall provide the required services as mentioned in the scope of work in the contract by the NWDA / as and when demanded. The personnel engaged for the services in the NWDA shall be the employees of the Agency and will take their remuneration/wages from the Agency. They will have no claim of whatsoever nature including monetary claim or any other claim or benefits from the NWDA. The Agency shall make its own arrangement for commuting the personnel requisitioned, to the NWDA offices wherever located in the areas of New Delhi/Delhi and back.

- a. The agency will be responsible for compliance of all the applicable laws and obligations arising out from the action of providing the services. Any liability arising under Municipal, State or Central Govt. laws and regulations will be the sole responsibility of the Agency and the NWDA shall not be responsible for any such liability. The Agency shall undertake to indemnify NWDA for any liability under any law arising out providing the services as per the contract.
- b. During the subsistence of the contract, the NWDA shall not undertake any monetary liability other than the amount payable to the Agency for the services as per the contract. Other liabilities, if any, shall be solely rest on the Agency. Even if the NWDA has to bear such liabilities on unforeseen circumstances/occasions, the NWDA will recover such amount from the Agency by adjusting the amount payable to them.
- c. The Agency shall comply with all acts, laws and other statutory rules, regulations, bye-laws, etc., as applicable or which might become applicable to the N.C.T. of Delhi with regard to performance of the work included herein or touching upon this contract.
- d. If the Agency fails to provide satisfactory performance, the NWDA shall be at liberty to terminate the contract and withhold the Security Deposit/PBG or the balance payment of the contractor etc. The NWDA reserves the right to abandon or terminate the contract at any time without assigning any reason and it can stipulate any additional term & condition at any time during the currency of the contract.

#### **17.0 LEGAL JURISDICTION**

The parties hereby irrevocably consent to the sole jurisdiction of the Courts of Delhi in Connection with any action or Proceedings arising out or in relation to this Agreement.

### Technical Compliance Sheet

(Bidders are requested to submit the duly filled compliance sheet, provided in their letterhead and the supportive documents should be relevant to the requirement)

S. No.	Description	Is supportive document Submitted Yes/No?	Page no of Bid doc
1	Type of Bidder: Government Department / organization / Society (registered under established relevant central Acts) / or a reputed private company/firm or those who have been served to, any Govt. / Semi Govt. / PSU or Central Govt. /State Govt.'s autonomous body/ department/organization		
2	Experience: Experience of the Firm in providing consultancy services/financial services/experience of Audit and /or preparation of Annual Accounts of Central / State Government organizations / PSUs/Autonomous Bodies/Statutory Bodies. (Since ICAI Registration)		
3	Performance: details of successfully completed contracts in any Central or State Govts./ PSUs / Subordinate offices/ Autonomous Bodies etc. (in the at least previous five years)		
4	Institute of Chartered Accountants of India (ICAI) registration details		
5	Location: Details of organizational profile, contact address, manpower details etc. along with copy of registration certificate of the firm (incorporation certificate or registration certificate) should be submitted		
6	Copies of GST registration, PAN/TIN details of bidder		
7	Undertaking: The notarized affidavit that the bidder has not been blacklisted by any Central Govt./State Dept./PSU etc.		
8	Average Annual turnover: during last three years		
9	Balance sheet and Profit & Loss (Account details) (CA certificate including 3years ITRs must be uploaded) should be submitted		
10	Any other relevant document as requested in the bid document		

Signature of the Bidder Name:

Designation:

(With bidder's official seal)

(To be submitted with supporting documents, if any)  
(On Consultant's Letter-head)  
(Strike out alternative phrases not relevant to you)

(Ref: GeM Bid No. \_\_\_\_\_ Dated: )

Bidder's Reference No. \_\_\_\_\_ Date.....

To  
Executive Engineer (HQ),  
National Water Development Agency  
18-20, Community Centre, Saket,  
New Delhi- 110017

Sir/ Madam

Having examined the abovementioned GeM Bid document, we, the undersigned, here by submit/ upload our Bid for the work for which the GeM bid issued.

**1- About us:**

We, M/s \_\_\_\_\_, hereby certify that we are a firm of proven, established, and reputed Consultant having the required Experience, Past performance, Personnel, and financial capability, with offices at \_\_\_\_\_.

**2-Our Eligibility and Qualifications to participate:**

- a) We comply with all the eligibility criteria stipulated in this Bid document, and the relevant declarations are made along with documents as required.
- b) We fully meet the qualification criteria stipulated in this bid document, and the relevant details are submitted along with documents
- c) We undertake to provide originals of all self-certified copies of uploaded documents during the bid Process.
- d) We have / don't have any conflict of interest with any other bidder participating in this bid process.
- e) No commissions and gratuities have been paid or are to be paid to agents or any other party by us relating to this bid/ processes.

**3- Affirmation of terms and conditions of the Bid document:**

We have understood the complete terms and conditions of the bid document. We accept and comply with these terms and conditions without reservations, although we are not signing and submitting some of the sections of the bid document.

**4- Abiding by the bid Validity**

We agree to keep our bid valid for acceptance for a period upto -----, as required in the GeM bid document, or for a subsequently extended period, if any, agreed to by us.

**5- Non-tempering of Downloaded GeM bid documents and Uploaded Scanned Copies**

We confirm that we have not changed/ edited the contents of the downloaded bid Formats. We realise that any such change noticed at any stage, including after the contract award, shall be liable to punitive action in this regard stipulated in the bid document. We also confirm that scanned copies of documents/ affidavits/undertakings uploaded along with our bid are valid, true, and correct to the best of our knowledge and belief. We shall be responsible if any dispute arises regarding the validity and truthfulness of such documents/ affidavits/ undertakings. Upon our successful short listing, we undertake to submit for scrutiny, on-demand by the Procuring Entity, originals and self-certified copies of all such certificates, documents and affidavits/ undertakings.

**6-Signatories:**

We confirm that we are duly authorised to submit this bid and make commitments on behalf of the consultant. Supporting documents are submitted annexed herewith. We acknowledge that our digital/digitised signature is valid and legally binding.

**7- Rights of the Procuring Entity to Reject Bid:**

We understand that you are not bound to accept the lowest or any bid/ EOI you may receive against your above-referred bid document.

.....  
(Signature with date)

.....  
(Name and designation)

Duly authorised to sign Bid for and on behalf of name, address, and seal of the Bidder Firm]

**Eligibility Declarations**  
(On Consultant's Letter-head)  
(Along with supporting documents, if any)

(Ref: GeM Bid No.

Dated: )

Consultant's Reference No. \_\_\_\_\_ Date.....

*[Note: The list below is indicative only. You may attach more documents as required to confirm your eligibility criteria.]*

**Eligibility Declarations**

*(Please tick appropriate boxes or cross out any declaration not applicable to the bidder)*

We hereby confirm that we comply with all the stipulations of GeM bid document and declare as under and shall provide evidence of our continued eligibility to the Procuring Entity as and when it may be requested:

1) Legal Entity of Bidder: We are:

a) \_\_\_\_\_ relevant documents enclosed)

b) We are a Consultancy Services provider with valid registration regarding GSTIN, PAN etc. or equivalent registration certificate as applicable to the subject Services.

2) Eligibility: We solemnly declare that we (including our affiliates or subsidiaries, or constituents):

(a) are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons;

(b) (Including our affiliates or subsidiaries, or constituents for any part of the assignment):

i) Do not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organisation or its Ministry/ Department from participation in its procurement processes; and/ or

ii) Are not convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of the Government of India from participation in procurement processes of all its entities for offences mentioned in bid document in this regard.

iii) We have neither changed our name nor created a new "Allied Entity", consequent to the above disqualifications.

(c) Do not have any association (as consultant/ partner/ Director/ employee in any capacity) with such retired public official or near relations of such officials of Procuring Entity, as counter-indicated, in the bid document.

(d) We have no conflict of interest, which substantially affects fair competition.

The quoted prices are competitive without adopting unfair/ unethical/ anticompetitive means. No attempt has been made or shall be made by us to induce any other bidder to submit or not to submit a bid to restrict competition.

(e) We certify that we fulfil other additional eligibility conditions if prescribed in the bid document.

3) We certify that we are not an entity from a country identified to restrict Consultants from India from participation in their Government Procurements as per bid clause.

4) Restrictions on procurement from consultants from a country or countries or a class of countries under Rule 144 (xi) of the General Financial Rules 2017:

*"We have read the clause regarding restrictions on procurement from a consultant of a country which shares a land border with India and on sub-contracting to bidders from such countries, and solemnly certify that we fulfil all requirements in this regard and are eligible to be considered. We certify that:*

*a) We are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). and;*

*b) We shall not subcontract any assignment to a contractor from such countries unless such a contractor is registered with the Competent Authority.*

5) MSME/ Start up Status:

We confirm that we are MSME/ Start up (Certificate of Recognition enclosed herewith) to take part in the bidding process and exempted for EMD.

6) Penalties for false or misleading declarations:

We hereby confirm that the particulars given above are factually correct and nothing is concealed and undertake to advise any future changes to the above details. We understand that any wrong or misleading self-declaration would violate the Code of Integrity and attract penalties.

.....

.....

(Signature with date) (Name and designation)

Duly authorised to sign bid for and on behalf of

.....

.....Name, address, and seal of the Consultant]

DA: As in Sr 1 to 5 above, as applicable

**Bid Security Declaration**

To,  
Executive Engineer (HQ),  
NWDA, 18-20, Community Centre,  
Saket, New Delhi-110017

**Sub: Bid Security Declaration for the e-BID regarding “Engagement of a Chartered Accountant firm for providing financial services for the financial year 2026-27 in National Water Development Agency (NWDA)”.**

**Ref: GeM Bid No:.....**

**Dated:**

Dear Sir,

1.0 I/ we accept that:

- (a) I/ we will be automatically disqualified from bidding for any contract with any procuring entity upon receipt of your Black Listing Order; and
- (b) I/ we will be suspended for a period of **2 (TWO)** years as per the condition of bid document, if we have committed any of the following actions:
  - (i) Withdrawn or modify my/our Bid during the period of bid validity required in the Bidding Documents; or
  - (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.

2.0 I/ we understand that this Bid Security Declaration shall cease to be valid on the following circumstance:

- (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
- (b) I am/ we are declare ineligible or post-disqualified upon receipt of your notice to such effect, and
  - (i) I/we failed to timely file a request for reconsideration or
  - (ii) I / we filed a waiver to avail of said right.
- (c) I am /we are declared as the bidder with the lowest calculated and responsive Bid/Highest rated and responsive Bid, and I/ we have furnished the performance security and signed the contract.

Signature & seal:

Name:

Mobile:

Email:

**Financial bid Undertaking**  
(on the Letter Head of the Firm)

To,

Executive Engineer (HQ),  
NWDA, 18-20, Community Centre,  
Saket, New Delhi-110017

**Sub: Financial bid undertaking for the e-BID regarding “Engagement of a Chartered Accountant firm for providing financial services for the financial year 2026-27 in National Water Development Agency (NWDA)”.**

**Ref: GeM Bid No:..... Dated:**

Dear Sir,

1. I have thoroughly examined and understood the entire works requirement including terms and conditions as contained in the Bid document, and agree to abide by them.
2. I offer to work at the rates as indicated in the desired format, inclusive of all applicable taxes (**EXCEPT GST**).

Yours faithfully

Signature & seal:  
(of Authorized representative)

Name:

Mobile:

Email:

**Undertaking to be signed by the Agency / Bidder**  
*(on the Letter Head of the Firm)*

To,  
Executive Engineer (HQ),  
NWDA, 18-20, Community Centre,  
Saket, New Delhi-110017

**Sub: GeM-BID regarding “Engagement of a Chartered Accountant firm for providing financial services for the financial year 2026-27 in National Water Development Agency (NWDA)”.**

**Ref: GeM Bid No:..... Dated:**

Sir,

With reference to above referenced GeM Bid, I / We hereby undertake that:

- 1.0 I / we examined the proposed work requirement and satisfied ourselves before submitting our bid as to the nature of the work and in general shall ourselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect our tender.
- 2.0 It is my / our responsibility to comply all the rules & regulations of competent authorities and obtained all the requisite permissions required in connection with the execution of awarded work.
- 3.0 My / our firm possesses the necessary professional, technical, financial, equipments, hardware, software and managerial resources and competence required for this bid document issued in connection with the execution of work.

Signature & seal:

Name:

Mobile:

Email:

**Blacklisted certificate format**

*(On stamp of Rs 500/- which should be notarized)*

To,  
Executive Engineer (HQ),  
NWDA, 18-20, Community Centre,  
Saket, New Delhi-110017

**Sub: GeM-BID regarding “Engagement of a Chartered Accountant firm for providing financial services for the financial year 2026-27 in National Water Development Agency (NWDA)”.**

**Ref: GeM Bid No:..... Dated:**

Sir,  
My firm \_\_\_\_\_ located in \_\_\_\_\_ does not come under blacklist by any Government / Semi-Government / PSU/ Banks /Universities / Educational Institute / Autonomous body in the last financial years and there is no other tax due on my firm and for this I'm giving affidavit.

Signature & seal:

Name:

Mobile:

Email: