

## Corrigendum Details

Corrigendum Details

**Modified On:** 2026-03-27 13:25:08

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**Modified On:** 2026-03-27 13:17:34

Bid extended to **2026-04-03 17:00:00**

Bid Opening Date: **2026-04-03 17:30:00**

**View(s)**

**View(s)**

## बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	27-03-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	27-03-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Tourism
विभाग का नाम/Department Name	India Tourism Development Corporation Limited
संगठन का नाम/Organisation Name	India Tourism Development Corporation Limited
कार्यालय का नाम/Office Name	India Tourism Development Corporation Limited
वस्तु श्रेणी /Item Category	Financial Audit Services - As specified in NIT Document; Audit Firm, CA Firm, CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	3 Month(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	50 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 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),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

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?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
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	1
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	2 Days
अनुमानित बिड मूल्य / Estimated Bid Value	1260000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	37800

#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	6

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से

बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**लाभार्थी /Beneficiary :**

Head Of Division  
India Tourism Development Corporation Limited. Core 8, Scope Complex, Institutional Area, 7 Lodhi Road, New Delhi 110003, India  
(M/s Ashok Travels And Tours - A Unit Of Itdc Limited)

**UIN Number NCTGC2415P**

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**

**Number of Years of firm/company's existence as per ICAI certificate:**As specified in NIT Document

**Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:**As specified in NIT Document

**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:**As specified in NIT Document

**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:**As specified in NIT Document

**Number of XX fulltime CA's required and YY professional audit staff:**As specified in NIT Document

**Pre Bid Detail(s)**

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
12-03-2026 16:00:00	India Tourism Development Corporation Limited Headquarters, 6th floor, Conference Room, Scope Complex, Core-8, 7th Lodhi Road, New Delhi-110003

**Financial Audit Services - As Specified In NIT Document; Audit Firm, CA Firm, CAG Empaneled Audit Or CA Firm ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Scope of Work	As specified in NIT Document
Type of Financial Audit Partner	Audit Firm , CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Performance Audit
Category of Work under Financial Audit	As specified in NIT Document
Type of Industries/Functions	As specified in NIT Document
Frequency of Progress Report	As specified in NIT Document
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As specified in NIT Document

विवरण/ Specification	मूल्य/ Values
State	NA
District	NA
<b>एडऑन /Addon(s)</b>	
Post Financial Audit Support	Yes

**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 विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Yashu	110001,ITDC Ltd Room No. 506, SCOPE Complex, Core 8, Vth Floor, 7 Lodi Road NEw Delhi , 110003	Project / Lumpsum Based	<ul style="list-style-type: none"> <li>Number of Months for which Post Audit Support is required : 12</li> </ul>

**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 ATC**

Buyer Added text based ATC clauses

Tender / NIT Document is attached below

.

**3. Buyer Added Bid Specific ATC**

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

## 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 कार्रवाई 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---**



**INDIA TOURISM DEVELOPMENT CORPORATION LIMITED  
(A GOVERNMENT OF INDIA UNDERTAKING)**

**Open Tender Notice for  
“Notice Inviting Tender for Engagement of Chartered  
Accountant or Cost Accountant Firm for Performance  
Audit Work in Ashok Travels and Tours (a unit of India  
Tourism Development Corporation)”**

**Tender Ref: ITDC/ATT/2025-26**

**Last date for submission: 27-03-2026 at 17:00 Hrs.**

**ITDC Limited, CORE-8, SCOPE Complex,  
7 Lodhi Road, New Delhi - 110003, India  
Tel. No. 011-24307506/423  
E-mail: [gmatt@itdc.co.in](mailto:gmatt@itdc.co.in)**

**TENDER DOCUMENT FOR**  
**Notice Inviting Tender for Engagement of Chartered Accountant or Cost**  
**Accountant Firm for Performance Audit Work at Ashok Travels and Tours, New**  
**Delhi**  
**Tender Ref: ITDC/ATT/2025-26**  
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## DISCLAIMER

The information contained in this tender document is provided to the Bidder(s) by Ashok Travels and Tours (a unit of India Tourism Development Corporation Ltd. (hereinafter referred to as “ATT - ITDC”), on the terms and conditions set out in this document and any other terms and conditions subject to which such information is provided.

The purpose of this tender document is to provide the Bidder(s) with information to assist in the formulation of their Proposals/Quotations in response to Notice Inviting Tender for Engagement of Chartered Accountant Firm or Cost Accountant Firm for Performance Audit work at Ashok Travels and Tours – a unit of ITDC, New Delhi. This tender document does not purport to contain all the information that each Bidder may require. This document may not be appropriate for all persons, and ATT - ITDC can't consider the business/investment objectives, financial situation, and particular needs of each Bidder who reads or uses this document.

Each Bidder is expected to conduct its investigations and analysis and should verify the accuracy, reliability, and completeness of the information in this NIT document. Where necessary, Bidders are encouraged to seek independent professional advice from appropriate sources. **ATT - ITDC makes no representation or warranty and shall not incur any liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of the information contained in this document.**

ATT - ITDC, at their sole discretion and without any obligation, may modify, amend, or supplement the information in this tender document without any prior notice till opening of Bid.

## DEFINITIONS

- a) **“ITDC”** means India Tourism Development Corporation Ltd.
- b) **“ATT - ITDC”** means Ashok Travels and Tours – a unit of India Tourism Development Corporation Ltd.
- c) **“Bidder”, “Vendor”, “Agency”, “Cost Accountant Firm”, “Chartered Accountant Firm”, “Contractor”, “Consultant”, “Auditor”, “Applicant bidder”, “Company”, “Service Provider” or “Tenderer”** means any legal entity, firm, or consortium submitting a proposal in response to this Tender Document for providing bid response to NIT for Engagement of Chartered Accountant Firm or Cost Accountant Firm for Performance Audit work at Ashok Travels and Tours – a unit of ITDC, New Delhi.
- d) **“Successful Bidder/ Selected Bidder”** means the Bidder whose proposal is accepted based on evaluation and who receives the Letter of Award (LOA)/ Work Order from Ashok Travels and Tours – a unit of ITDC.
- e) **“Letter of Award (LOA) / Work Order”** means the written intimation issued by Ashok Travels and Tours – a unit of ITDC to the Successful Bidder confirming acceptance of the bid and outlining key terms such as scope, agreement value, and timelines.
- f) **“Agreement” or “Contract”** means the legally binding document signed between Ashok Travels and Tours – a unit of ITDC and the agency/agencies, setting out mutual rights, obligations, deliverables, and penalties.
- g) **“Services”** refers to the comprehensive services expected from the selected bidder.
- h) **“E-Tender”** means the electronic bidding process hosted on the Government e-Marketplace (GeM) portal [<https://gem.gov.in>] for submission and processing of bids.
- i) **“Existing Website”** means the official website of ITDC at [<https://itdc.co.in>].
- j) **“NIT”, “RFP”, “Tender Document”, or “Request for Proposal” or “Notice Inviting Tender”** means this entire set of documents (including all annexures, corrigendum, and amendments, if any) issued for inviting applications.
- k) **“Bid”, “Tender”, or “Proposal”** means the complete application submitted by a bidder in response to the tender document, including technical details, financial rates, declarations, and supporting documents.
- l) **“Bidder”/“Tenderer”, “Bid”/“Tender”, “Bidding”/“Tendering”** and their derivatives are used interchangeably throughout this document.
- m) **“EMD” (Earnest Money Deposit)** means the refundable monetary deposit (Interest Free) to be submitted as a security for bid participation.
- n) **“Performance Guarantee” or “Security Deposit”** means the financial instrument to be submitted by the successful bidder post award, to ensure performance as per contract terms.
- o) **“Evaluation Committee”** refers to the committee constituted by ITDC for the purpose of evaluating bids and determining eligibility and selection.

**Note:** Any other term not defined herein shall have the meaning assigned to it under the General Financial Rules (GFR), CVC guidelines, ITDC rules and relevant laws/statutes as applicable.

# 1. NOTICE INVITING TENDER

## **Introduction:**

ITDC Limited, a listed public sector undertaking functioning under the aegis of the Ministry of Tourism, Government of India is engaged in the field of progressive development, promotion and expansion of tourism in the country.

The Corporation is running hotels, restaurants at various places for tourists, besides providing transport and travel facilities. In addition, the Corporation is engaged in production, distribution and sale of tourist publicity literature and providing entertainment and duty-free shopping facilities to the tourists. The Corporation has diversified into new avenues/innovative services like engineering related consultancy services etc. The Ashok Institute of Hospitality & Tourism Management of the Corporation imparts training and education in the field of tourism and hospitality.

ITDC has a network of 3 Ashok Group of Hotels, 1 Restaurant, 5 Transport Units, 14 Duty Free Shop at seaports and 1 at Airport.

In addition, it is also rendering management services/catering services at Western Court, Vigyan Bhawan, Hyderabad House and Parliament House, New Delhi.

Presently, ITDC has 35 units having GSTIN in 20 Indian states.

The details of the company are available on the website [www.itdc.co.in](http://www.itdc.co.in).

**Objective:** Engagement of Chartered Accountant Firm or Cost Accountant Firm for Performance Audit Work for Ashok Travels and Tours – a unit of ITDC.

ATT-ITDC seeks to engage a Chartered Accountant Firm or Cost Accountant firm for Performance Audit work as mentioned in the Scope of Work defined in the tender document.

Bids are invited from the Chartered Accountant Firm or Cost Accountant firms (referred to as bidders) for conducting Performance Audit of Books of Accounts, Processes and Internal Control of Ashok Travels and Tours – a unit of ITDC within a period of three (3) months, which may be extended further, subject to the requirement of ATT - ITDC, at ATT - ITDC's discretion and on a mutual consent basis.

## **SITE FROM WHERE THE TENDER DOCUMENT CAN BE DOWNLOADED:**

The interested bidders can apply for the tender from the websites: <https://gem.gov.in> (Organisation Name: India Tourism Development Corporation) and through a link About Us>Tenders from the ITDC website <https://itdc.co.in> as per the schedule given in Data Sheet given below.

**The Bid shall be submitted as per details mentioned in Section No. 13 “Submission of Bids”.**

## 2. INSTRUCTIONS/GUIDELINES FOR SUBMISSION OF TENDER

- **Submission of Bids** - Procurement would be done through e-tendering through website <https://gem.gov.in> & <http://www.itdc.co.in> under TENDERS select E-Tenders (for downloading the tender document).
- **For EMD payment** – EMD submission process is RTGS/NEFT.
- After downloading the Tender schedule, the Bidder should go through the tender conditions, read them carefully and then submit the application along with the documents; otherwise, the bid will be rejected.
- The response format of the tender document must not be modified /replaced by the bidder and the same should be submitted after filling the relevant columns, else the bid is liable to be rejected.
- The Bidder shall strictly refrain from including any financial quotation information such as prices, commercial terms, cost breakdowns, or any other details in the Technical Bid. Any such disclosure shall constitute a **material deviation** and render the bid **non-responsive**, leading to **outright rejection** without further evaluation.
- If there are any clarifications to be sought by the bidder, this may be obtained through the contact details given in the Tender document **in Section No. 10 “Assistance to Bidders”**.
- The bidder has to submit the document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
- ITDC will not be held responsible for any sort of delay or the difficulties faced during the submission of bids by the bidders.
- The Time followed for submission of bids is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.

### 3. SALIENT FEATURES OF BIDDING DOCUMENT

#### DATA SHEET:

Tender Announcement Date	Date: 06-03-2026 Time - 1700 hrs
Pre-Bid Meeting Venue and time	Date: 12-03-2026 Time: 1600 hrs to 1700 hrs  Place: ITDC Headquarters, 6th Floor Conference Room, SCOPE Complex, Core-8, 7 Lodhi Road, New Delhi-110003
Starting date & Time for Bid submission	Date: 06-03-2026 Time: 1700 hrs onwards
Last Date and Time of Bid Submission	Date: 27-03-2026 Time: Up to 1700 hrs
Date and Time of opening of bid	Date: 27-03-2026 Time: 1750 hrs onwards
Validity of Bids	120 days from opening of the technical bids
Estimated Bid Value	Rs.12,60,000/- (Rupees Twelve Lakh Sixty Thousand Only)
Earnest Money Deposit (EMD-Interest Free)	Rs.37,800/- (Rupees Thirty Seven Thousand Eight Hundred only)
Performance Security Deposit	5% (Five Percent) of the Contract Value

#### **4. SCOPE OF WORK**

Ashok Travels & Tours (ATT) is the travel arm of ITDC and an IATA-accredited agency, serving Government stakeholders since 1966. Clients include various Ministries, PSUs, Defence Forces, and Paramilitary organizations. ATT is one of three authorized government agencies for air travel services.

ATT-ITDC operates through empanelled General Sales Agents (GSAs) also on commission-sharing model since 2011. Services include air ticketing, transport, hotel bookings, visa facilitation, medical tourism, event coordination and tour packages.

#### **5. Period of Audit**

From FY 2019–20 onwards till last quarterly results declared, extension for prior years (i.e. before 2019-20) subject to audit requirement & approval of ATT-ITDC.

#### **A. Audit Focus Areas**

##### **The key areas of emphasis are as under:-**

1. On Line and offline physical ticket bookings quantum/ amount and corresponding invoices generated and sales recognised.
2. Segregation of bookings done by ATT-ITDC and by channel partners/GSAs, including the mode/channel (GDS) of booking.
3. Reconciliation of Physical Bookings Numbers with Financial Amounts.
4. Reconciliation of Tickets booked by both (ATT and GSAs and Online and Offline and Air Tickets and any other Bookings) and Invoices generated and Invoices shared with Clients (Ministries/Departments/Institutions etc.) and Final Payments received and any lags at all stages- including process adopted.
5. Verification and scrutiny of IATA and other LCC balances utilised by GSA and ATT along with the channel of utilization and corresponding credit of PLB/Incentives/Commission.

##### **Reconciliations:-**

6. Billing and Revenue Booking & Ledger reconciliation of ATT.
7. Commission / Performance Linked Benefits (PLB) amount in air ticketing (GDS and LCCs), Transport business and tour packages received by ATT as per books of Accounts for GSA business and amount remaining due either booked in accounts or not.
8. Amount payable and paid to GSA for services rendered by them and commission payable as per the agreement. Amount receivable from GSA, if any.
9. Client-wise reconciliation of the outstanding dues as per ATT & GSA.
10. Checking of Unlinked Balance along with other credit receipt of clients.

**While conducting the Audit, the Audit Firm to also study the following process and give recommendation on the following:-**

### **Process Understanding & Review**

- Review of the ticketing process, system logic, and approval mechanism.
- Billing process review – including logic, types, and reconciliation with ticketing.
- Collection process review – credit policy, receivables monitoring.
- SOP and control walkthroughs to identify key risks and control gaps.
- Data analytics on received datasets to identify anomalies and exceptions.
- Sample-based document verification for red flag identification such as abnormalities identified during sampling.
- Recommendations and remediation control development with stakeholders.
- Detailed examination of operational & financial records to identify irregularities or non-compliances, if any.

### **Revenue**

- Risks of leakage, incorrect recognition, and misreporting.
- Approvals (official/personal bookings), cash/cheque control.
- Customer credit policy compliance and T&Cs review.

### **Accounts Receivable**

- Reconciliation and verification of AR balances.
- Detection of unapplied/wrongly applied AR, and risk of teeming & lading.
- Provision adequacy and confirmation of outstanding.

### **Purchase and Payables**

- Vendor selection and approval mechanism.
- PO's and approvals.
- Vendor confirmations and reconciliation

### **Cash & bank**

- Cash count verifications and SOD (Segregation of Duties).
- Detailed review of Bank Reconciliation Statements.

### **Internal Mechanism**

Provide Suggestion after reviewing the following:

- Agreements entered into by ATT with clients.

- Reviewing existing procedures related to Sales and Cost Verification in ATT.
- Reviewing internal SOPs and GSA SOPs.
- Examining the current work allocation mechanism within ATT.

## **STAFF DEPLOYMENT**

By accepting the work award, the successful bidder will be deemed to have represented that it will deploy adequate number of staff which is knowledgeable and experienced in performing the work required in this tender and warrants that the deployed staff will use its best skill and attention to provide the work described in this tender in a professional and timely manner. The successful bidder is required to depute a total of **minimum six (6) personnel** or may be more (as per the requirement and understanding of the bidder), i.e., **Two (2) Qualified Chartered Accountant (CA) or Cost & Management Accountant (CMA) for overall monitoring and conduct along with four (4) Semi-qualified Chartered Accountants or Cost accountants on full-time basis to be stationed at ITDC – Ashok Travels and Tours for three (3) Months, Delhi based Unit for the complete tenure of services and extended period thereof, as applicable.**

## **DELIVERABLES:**

- Audit Plan within one (1) week of award of work.
- Interim report from Nov-24 to last quarterly result declared (Report to be submitted within 1 month from the date of award of work), FY 19-20 to FY 24-25 (Till Oct-24) (Report to be submitted within 3 months from the date of award of work).
- Weekly status updates with findings.
- Final audit report with observations, risk rating, root cause analysis, recommendations and reconciliations matrix within 3 months from the date of the letter of award / Work Order of work.
- SOP/Manual draft for ATT-ITDC operations in consultation with ATT-ITDC Management.
- Executive summary and presentation for senior Management of ATT-ITDC.

## **Time Schedule and Terms of Payments:**

- 10% on submission and satisfactory acceptance of the interim report for Nov-24 to last quarterly result declared.
- 40% on submission and satisfactory acceptance of the interim report from FY 19-20 to FY 24-25(Till Oct-24).
- 50% on acceptance of final audit report by competent authority within 15 days.
- No payment shall be made without the receipt of Tax invoice.
- The amount payable to the successful bidder for the services provided shall be as per the rates quoted and services delivered as per award and acceptance of work completion. The payment shall be made within 45 days from the date of Tax invoice subject to the production of relevant documents and in accordance with the provision of the MSME Act and applicable rules and regulations.

- The payments shall be made to the successful bidder in Indian Rupees (INR) only.
- In case of disputes regarding services/ deliverables, the disputed amount shall be withheld and will be paid only after settlement of the disputes.
- Penalty of 1% per week shall be imposed for delay beyond the agreed timeline, subject to a maximum of 10% of the contract value.

## NOTES:

1. While making the payments any applicable statutory deductions will be made by ATT-ITDC.
2. For Travel /Stay outside New Delhi for training of staff of the Selected Chartered Accountant or Cost Accountant selected Bidder, representing ITDC as per requirement etc., arrangements shall be made by ITDC. Nothing shall be reimbursed as out of pocket expenses.
3. No Advance payment will be made.
4. Selected Bidder shall submit to ITDC the GST compliant tax invoice/debit note/revised tax invoice. GST charged in the tax invoice/debit note/revised tax invoice by the Selected Bidder shall be released separately to the Selected Bidder only after Selected Bidder files the outward supply details in GSTR1/GSTR3B on GST portal and Reconciliation of Inward supply is done by ITDC with corresponding details of outward supply of supplier and supplier accept the changes made by ITDC and has paid the GST at the time of filling the monthly return.

## 6. PRE-QUALIFICATION CRITERIA

The bid shall be considered only from Indian, technically competent, experienced and financially sound Accounting/Consulting firms of Chartered Accountants or Cost Accountants who meet the following pre-qualification requirements.

Sl. No	Pre-Qualification Criteria	Supporting Documents Required (as per Section 21 'Proposal Forms')
<b>Statutory Criteria</b>		
1.	The applicant bidder shall be a registered partnership or a limited liability partnership providing Management Consultancy & other services permitted by the ' <i>The Institute of</i>	Copy of Partnership Deed/ Registration Certificate as LLP along with self-attested copy of the registration (constitution)

Sl. No	Pre-Qualification Criteria	Supporting Documents Required (as per Section 21 'Proposal Forms')
	<i>Chartered Accountants of India</i> (ICAI) or <i>The Institute of Cost Accountants of India</i> (ICMAI) and engaged in providing services relating to Performance Audit, Cost Audit or any other type of audit.	certificate issued by 'The institute of Chartered Accountants of India' (ICAI) or 'The Institute of Cost Accountants of India' (ICMAI) to the entity as on 31 March 2025.
2.	The applicant bidder shall be registered with The Institute of Chartered Accountants of India' (ICAI) or 'The Institute of Cost Accountants of India' (ICMAI) and shall have a Five years track record of continuous operations as on 31.03.2025.	Self-Declaration in the format as given in the Annexure. (Form-F)
3.	Tax Registration The bidder shall have a registered number of i. GSTN where the business is located ii. Income Tax/ PAN number	<ul style="list-style-type: none"> <li>• Attested copy of PAN Card</li> <li>• GST registration certificate (Part A &amp; B)</li> </ul>
4.	The applicant bidding entity / any partner of the entity shall not have been convicted in any disciplinary proceedings / criminal case/ litigation and no pending litigation by regulatory authority(s)/ court in connection with professional work as on date of bid submission.	Self-Declaration in the format given as per the Form-E.
5.	The applicant bidder shall not be banned/ on negative list / debarred/ blacklisted/ declared ineligible for corrupt and fraudulent practices by any PSU or Govt. of India/State Government/ ICAI/ ICMAI/ C&AG/ SEBI/ any financial sector regulator as on date of bid submission.	Self-Declaration in the format given as per Form-H.
6.	The applicant bidder (if registered with The Institute of Chartered Accountants of India (ICAI)) shall be empanelled with the Comptroller and Auditor General of India (C&AG) for the F.Y. 2025-26.	Self-attested copy of the letter issued by C&AG.
7.	Power of Attorney	Upload the letter of authority that signed by a person competent and having the power of attorney to bind the bidder.
<b>Technical Criteria</b>		
7.	The applicant bidder shall have a minimum of seven (7) years of relevant experience (up to 31st March 2025) in handling/managing services related to Performance Audit, Cost	Attach a copy of the work order(s)/ extension thereof / signed contract along with successful completion/ phase

<b>Sl. No</b>	<b>Pre-Qualification Criteria</b>	<b>Supporting Documents Required (as per Section 21 'Proposal Forms')</b>
	Audit, or other audit assignments for at least three companies (Including two Public Sector Undertakings (PSUs) and one listed company).	<p>completion certificate from the client stating the acceptance of completion of work of similar nature of services</p> <p>a) Nature of work b) Period during which said work was executed. c) Value of work</p> <p>Successful &amp; satisfactory completion of work must be submitted to clearly depict the start date and end date of the project along with work completed.</p>
8.	The bidder shall have an office/ branch in New Delhi/ NCR. Address of offices along with the name, address and contact number of official to be given as per Proforma.	Self- Attested copy of Telephone bill/ Electricity Bill /Registered Lease Deed/ the Constitution certificate issued by ICAI / ICMAI to the entity supporting the address in New Delhi or in National Capital Region. Note: Telephone bill/electricity bill which has to be submit by applicant as address proof shall be issued on or after 31.03.2025
9.	<p>The bidder shall have a minimum of Five partners out of which:</p> <p>i. Any two partners shall have been associated with the applicant firm for a continuous period of five years.</p> <p>ii. Any two partner of the entity or the designated partner (LLP) shall be a Fellow member of “The Institute of Chartered Accountants of India’ (ICAI) or “The Institute of Cost &amp; Management Accountants of India” (ICMAI).</p>	Self-Declaration in the format given as per the Form-D.
10.	Income Tax Returns for last 03 Financial Years 2022-23, 2023-24 and 2024-25	Upload the Tax Return(s) for the last 03 Financial Years 2022-23, 2023-24 and 2024 25.
<b>Fiduciary Criteria</b>		
11.	The applicant bidder shall have average annual turnover from professional services of	Audited Financial Statements (Balance Sheet and Profit & Loss

<b>Sl. No</b>	<b>Pre-Qualification Criteria</b>	<b>Supporting Documents Required (as per Section 21 'Proposal Forms')</b>
	more than Rs. 50 Lakhs for the following financial years i.e. FY 2022-23, 2023-24, 2024-25 and FY 2024-25.	Account) with auditor seal and UDIN OR A certificate from chartered Accountant for Average Annual Turnover for the three financial years i.e. FY 22-23, FY 23-24 and FY 24-25, along with a Positive Net Worth Certificate with UDIN as on 31-03-2025.
12.	Bidder to submit an undertaking in this respect as per relevant form given in Proposal Forms.	Form-F

## **7. GENERAL TERMS AND CONDITIONS**

1. Bidder shall, as part of their bid, submit a written Authorization Letter from Partner of Bidding firm if the signatory is other than Partner.
2. Bidder shall not be under liquidation, court receivership or similar proceedings.
3. Bidding documents shall at all times remain the exclusive property of the Ashok Travels and Tours – a unit of ITDC.
4. Bid shall be submitted on the basis of “**NIL DEVIATION**” and shall be in full compliance to the requirements of Bidding Document, failing which bid shall be considered as non-responsive and may be liable for rejection.
5. Ashok Travels and Tours – a unit of ITDC shall not be responsible for any expense incurred by bidders in connection with the preparation and delivery of their bids, participating in the discussion and other expenses incurred during the bidding process.
6. Ashok Travels and Tours – a unit of ITDC 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 assigning any reason whatsoever, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for the said action.
7. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
8. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.
9. The Bidder shall not sublet, transfer or assign the Agreement/LOA or any part thereof to any other person / firm / consulting company/organization.
10. The Bidder shall quote in Indian Rupees.
11. The Bidder is expected to examine the Bidding Document, including all instructions, forms, terms and specifications in the Bidding Document. Failure to furnish all information required as per the Bidding Document may result in the rejection of the Bid.
12. The Bidder shall employ and provide such qualified and experienced Personnel as are required to carry out the Services as per the norms.

13. The Selected Bidder shall ensure the compliance of the following also:-
- a. The Selected Bidder shall ensure to pass the benefits accrued due to the GST to the ATT-ITDC which ultimately is to be passed to the ATT-ITDC. In contingency of any legal proceedings/action taken by the tax authorities for non-compliance of anti-profiteering clause by the Selected Bidder. The Selected Bidder indemnifies the ATT-ITDC from any losses monetary or otherwise suffered on account of non-compliance of anti-profiteering clause by the Selected Bidder.
  - b. The Selected Bidder shall indemnify the ATT-ITDC from any direct or indirect losses suffered by the ATT-ITDC due to non-compliance on part of Selected Bidder under GST Act, which adversely effects the GSTN rating of ATT-ITDC.
  - c. In case of any non-compliance by the Selected Bidder which results into loss of input tax credit under GST Law to ATT-ITDC, the Selected Bidder shall pay ATT-ITDC an amount equal to lost input tax credit along with interest/penalties or any other monetary loss suffered because of such non-compliance under GST Act.
  - d. Selected Bidder indemnifies the ATT-ITDC against any loss monetary or otherwise arising due to legal proceedings initiated by the tax authorities as a result of non-compliance/default in paying tax by ATT-ITDC. Selected Bidder shall indemnify ATT-ITDC in respect of the recourse action in case of “BLACK LISTING” under the “Compliance Rating Score” mechanism due to non-compliance/ default by Selected Bidder.
  - e. In case of any new tax/levy/duty etc. becomes applicable after the date of Bidder’s offer but before opening of the price bid, the Bidder/Contractor must convey its impact on its price duly substantiated by documentary evidence in support of the same before opening of Price bid. Claim for any such impact after opening the Price Bid will not be considered by ATT-ITDC for reimbursement of tax or reassessment of offer.
  - f. If, after the date of Agreement, there is any change in the applicable laws of India with respect to taxes and duties, which are directly payable by the Bidder for providing the services i.e. Goods & Services Tax (GST) or any such applicable Law/Tax etc. from time to time, which increases or decreases the cost incurred by the Bidder in performing the Services, then the remuneration otherwise payable to the Bidder under Agreement shall be increased or decreased accordingly by agreement between the Parties hereto.

## **8. EARNEST MONEY DEPOSIT (EMD)**

### **Earnest Money Deposit (EMD):**

An Interest free EMD of Rs. 37,800/- (Rupees Thirty-Seven Thousand Eight Hundred only) is to be deposited through NEFT/ RTGS before closing of bid submission.

The EMD must be deposited online via the GeM portal along with the bid submission. In case a successful bidder fails to complete the required post-award formalities or declines the offer, the EMD amount shall be forfeited. Any associated bank charges, payment gateway commissions, or applicable taxes during the money transfer process shall be borne by the bidder.

EMD may be deposited through RTGS/NEFT in the account no. 38335919397, IFSC Code – SBIN0020511, State Bank of India, Scope Complex Branch, and New Delhi.

Bidders registered as ‘Micro’ or ‘Small’ Enterprises are exempted from payment of EMD on submitting a copy of the valid Udyam registration certificate issued by the authorities as per Ministry of Micro Small and Medium Enterprises, Government of India. The registration certificate shall clearly mention the item /services details against which the bidder is registered as ‘Micro’ or ‘Small’ Enterprises, and the bidder shall be registered for the items/services they intend to bid otherwise their bid will be liable to be summarily rejected for not having deposited the prescribed EMD.

EMD will be refunded to unsuccessful bidders after finalisation of successful bidder/ cancellation of tender. Also, the said EMD will be refunded to successful Bidder on signing of the Contract and after submission and confirmation of Performance Security Deposit/Bank Guarantee or can be adjusted against the Performance Security Deposit/Bank Guarantee upon request. EMD shall not carry any interest.

The EMD refund process will be conducted through an online transfer, as per the bank details provided in the EMD refund form. Bidders are solely responsible for the accuracy of the information provided. Ashok Travels and Tours – a unit of ITDC shall not be held liable for failed or incorrect refunds due to erroneous data in the submitted forms.

EMD of the bidder will be forfeited if:

- I. After opening of the tender, the bidder revokes his tender within the validity period or modifies his bid.
- II. The successful bidder does not submit Performance Security Deposit/Bank Guarantee within stipulated period.
- III. The successful bidder fails to furnish the Performance Security Deposit as per the stipulated time.

IV. The information furnished by the bidder is found false, misleading or contrary to the terms and conditions of bid/ contract.

The cost of money transfer (including commission and taxes etc.) has to be borne by the bidder. It is advised that the bidder should consider the time required to process the payment electronically (i.e. NEFT/RTGS) to ATT - ITDC, into consideration before submitting the bid. The ATT - ITDC will not be liable (in any case) for any delay / non-payment in this regard.

**BANK DETAILS FOR PAYMENT OF EMD THROUGH NEFT/RTGS**

- Bank: State Bank of India
- Branch: Scope Complex, Lodhi Road, New Delhi
- IFSC Code: SBIN0020511
- Bank Account Number: 38335919397

The bidder has to give bank account details of their firm as mentioned below in which EMD amount is to be refunded electronically.

- i. Name of the Company:
- ii. Contact No:
- iii. Email ID:
- iv. Name of the Account Holder:
- v. Bank A/c No.:
- vi. IFSC Code:
- vii. Bank Name & Branch:

The above details are required for refund of EMD payment.

## **9. PERFORMANCE SECURITY DEPOSIT**

**PERFORMANCE SECURITY DEPOSIT:** The successful bidder will be required to deposit Security Deposit or acceptable irrevocable Bank Guarantee in SFMS format to the extent of 5 (Five) percent of the contract value in the form of Electronic Performance Bank Guarantee in favour of Ashok Travels and Tours – a unit of India Tourism Development Corporation Limited on or before signing of agreement. Electronic Performance Bank Guarantee would be valid for a period of Ninety (90) days beyond the completion of all contractual obligations/period of Agreement/extension, if any. The Performance Security Deposit/Bank Guarantee will be refunded/returned after the successful completion of the work, and no interest will be paid on the same.

## **10. ASSISTANCE TO BIDDERS**

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority at ITDC Limited, 4<sup>th</sup>/5<sup>th</sup> Floor of ATT Offices, CORE-8, SCOPE Complex, 7<sup>th</sup> Lodhi Road, New Delhi - 110003, India, Tel. No. 011-24307506 / 011-24307423.

## **11. PROFESSIONAL LIABILITY**

The successful bidder will be expected to carry out the assignment with due diligence and in accordance with prevailing standards of the profession. The selected bidder will always act, in respect of any matter relating to the Agreement or the services, as faithful advisor to ATT - ITDC and will at all times support and safeguard the ATT - ITDC's legitimate interests in any dealing with the third parties.

The successful bidder shall be responsible for accuracy of data. The successful bidder shall indemnify ATT-ITDC against any negligence, deficiency in services, or inaccuracy/ deficiency in the work. The successful bidder will also be responsible for correcting at his/ her own cost.

## **12. PRE-BID MEETING**

**Pre-bid Meeting** will be held on 12-03-2026 at 1600 hrs to 1700 hrs at ITDC Headquarters, 6<sup>th</sup> floor, Conference Room, Scope Complex, Core-8, 7<sup>th</sup> Lodhi Road, New Delhi- 110003 to address any queries of bidders.

### 13. SUBMISSION OF BIDS

The Bid shall be submitted online as per the following method:

#### A) PHASE- I: Pre-Qualification based on Eligibility Criteria

The following documents should be provided:

#### Check List of documents and details to be uploaded in response to the bid.

##### NAME OF THE BIDDER:-

Sr. No	Pre- Qualification Documents	Document to be attached	Submitted (Yes/No)
1	Covering letter of Bid on Bidder's letter head	as per Form-A	
2	Letter of Authorization, authorizing the signatory of the bid in case the bid is signed by a person partner	as per Form-B	
3	Documents / information relating to experience of Consulting Firm in consultancy on matters related to Performance Audit, Cost Audit, or other audit assignments.	as per Form-C	
4	Documents / information relating to relevant qualification of professionals	as per Form-D	
5	Undertaking	as per Form-E	
6	Bidders General Information. In case Bidder is a partnership firm, certified copy of the partnership deed	as per Form-F	
7	PAN No.	Copy of PAN Card	
8	Proof of Registration with Goods & Services Tax (GST)	Copy of registration under Goods & Services Tax (GST) Law	
9	Proof of firm registration number, date of registration and number of years of operation.	Copy of firm's registration certificate with ICAI / ICMAI, LLP, Certificate of Incorporation, Partnership deed.	
10	The bidder shall have head office or functional branch office in authorized area in Delhi/NCR.	Self- Attested copy of Telephone bill/ Electricity Bill /Registered Lease Deed/ the Constitution certificate issued by ICAI / ICMAI to the entity supporting the address in New Delhi or in National Capital Region. Note: Telephone	

Sr. No	Pre- Qualification Documents	Document to be attached	Submitted (Yes/No)
		bill/electricity bill which has to be submit by applicant as address proof should be issued on or after 31.03.2025	
11	Bidder's Bank Account details	as per Form-G	
12	The applicant bidder has to submit self-certified letter indicating that they have not been banned/ on negative list/blacklisted/ debarred/ declared ineligible by any PSU or Govt. of India/State Government/ICAI/ ICMAI/ C&AG/ SEBI/ any financial sector regulator and the firm is not under litigation as on the date of bid submission.	as per Form-H	
13	EMD Refund Form	Please submit as per Form-J	
14	Duly filled up, signed with stamp pre contract Integrity Pact on plain paper	Please submit pre-contract integrity pact as per Form-K	
15	Duly signed and stamped Fraud Prevention Policy	Please submit as per Form-L	
16	Tender Documents duly Signed & Stamped by the agency	Tender document duly signed and stamped to be submitted.	
17	Earnest Money deposit amount (EMD) Rs. 37,800 deposit details (refundable without Interest)	Transaction ID No..... ..... Date: ..... Issued from Bank..... UTR No. ..... dated .....	
18	Proof of turnover of Bidder Firm	Please Submit as per Form-F	
18	Any other information required in the Bidding Documents or considered relevant by the bidder.	Self attached letter with sealed and signed of bidder.	
19	Checklist	Please submit signed copy of checklist	

**Date:**

**Place:**

**Agency signature with seal:**

**B) PHASE II – to be labelled as “FINANCIAL BID”**

- i. The Financial/Price Bid shall also be submitted through the Government e-Marketplace (GeM) portal (<https://gem.gov.in>) as per Form-I provided in the Bidding Document.
- ii. Price shall be quoted in figures as well as in words. If discrepancies are found between the price given in words and figures, the price quoted in words shall be taken as correct.
- iii. No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in the price bid. Any conditions, if stipulated, shall be treated as null and void and shall render the bid liable for rejection.
- iv. Unless stated otherwise in the Bidding Documents, the Agreement shall be for the total works as described in Bidding Document.
- v. Bidder shall quote the price after careful analysis of cost involved for the performance of the complete work considering all parts of the Bidding Document.
- vi. The quoted price shall be deemed to be all inclusive except GST.

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.

Both the above i.e. Technical Bid and Financial Bid should be submitted through the Government e-Marketplace (GeM) portal (<https://gem.gov.in>) Bidders shall submit their proposals as e-Bids, digitally signed using Digital Signature Certificates (DSCs).

**14. BID VALIDITY**

- I. Bid submitted by Bidder shall remain valid for a minimum period of 120 days from the last date of submission of bid.
- II. ATT - ITDC may solicit the Bidders consent to an extension of the period of validity of bid. The request and the responses there to shall be made in writing. However, Bidder's agreeing to the request for extension of validity of bid will not be permitted to modify the bid.

## **15. EVALUATION OF PRE-QUALIFICATION BIDS**

- I. The ATT - ITDC will determine whether each of the bids conforms to the terms, conditions and specification of the Bidding Documents without material deviation and is complete with regard to submission of required documents. A material deviation is one which affects in any substantial way the scope, quality or performance of the works, or which limits in any substantial way, inconsistent with the Bidding Document, the ATT - ITDC's rights or the Bidder's obligations as envisaged in the Bidding Document, and the rectification of which deviation or reservation would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.

A bid shall be considered to have a *material deviation* if it:

- (i) does not substantially conform to the essential terms, conditions and specifications of the tender documents;
- (ii) affects the scope, quality, or performance of the goods, services or works specified,
- (iii) limits the rights of ATT – ITDC or reduces the obligations of the bidder under the contract;
- (iv) compromises the fairness, transparency, or integrity of the procurement process.

Bids with material deviations shall be deemed *non-responsive* and shall be rejected without further evaluation

- II. No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in the bid. Any conditions, if stipulated, shall be treated as null and void and may render the bid liable for rejection.
- III. ATT - ITDC, if necessary, will obtain clarifications on the Bid by requesting for such information / clarifications from any or all Bidders, either in writing or through personal contact. All responses shall be in writing, and no change in the price or substance of the bid shall be permitted unless specifically sought by ATT - ITDC.
- IV. ATT-ITDC reserve the right to assess Bidder's capability and capacity to execute the work using in-house information including taking into account other aspects such as concurrent commitments, past performance etc.

## **16. FINANCIAL/PRICE BID EVALUATION**

Lowest Overall Evaluation will be done on the basis of total quoted price as per Form-I.

Bidder quoting lowest and adhering to tender stipulations shall be recognized as L-1.

## **17. NOTIFICATION OF AWARD**

ATT - ITDC will issue the Letter of Award (LOA) / Work Order to the successful Bidder and communicate the same through Courier/Fax/email as per details given by Bidder. The said communication will constitute the formation of a Contract until the formal agreement has been signed.

## **18. AGREEMENT**

The successful Bidder shall execute a formal agreement with ATT – ITDC within a period of 7 working days from the date of issue of Letter of Award / Work Order on a non-judicial stamp paper, purchased from Delhi of applicable value. The cost of non-judicial stamp paper shall be borne by the successful Bidder.

The following documents shall be integral part of agreement:

- I. This NIT/Original Bidding Document along with its enclosures including any Amendment /Corrigendum to original Bidding Document.
- II. Letter of Award / Work Order along with enclosures attached therewith, if any.

\*\*

## 19. PROFORMA OF AGREEMENT

(To be executed on a stamp paper of Rs.100/- \* to be obtained by the bidder in its name)

This Agreement made at \_\_\_\_\_ on this the \_\_\_ day of \_\_\_\_\_ between \_\_\_\_\_, \_\_\_\_\_) having their Registered Office at Scope Complex, Core-8, Lodhi Road, \_\_\_\_\_ through its \_\_\_\_\_ (hereinafter referred to as the Company or ATT - ITDC ) which expression shall unless the context otherwise required shall mean and include its successors and assignees of the one part;

AND

M/s \_\_\_\_\_ a partnership firm, registered / incorporated under Indian Partnership Act / LLP Act having its Principal Office of Business/Registered Office at ..... through its partner, Mr. .... (Hereinafter called the “Auditor”) of the other part, which expression unless the context otherwise required shall mean and include its legal heirs, successors and assignees on the other part

### WHEREAS

- a. ATT - ITDC issued a tender vide NIT No. \_\_\_\_\_ dated \_\_\_\_\_ for Engagement of **Chartered Accountant Firm/ Cost Accountant Firm for Performance Audit** (hereinafter called the “Auditor”)
- b. The Auditor submitted its proposals for the aforesaid work, whereby the Auditor represented to ATT - ITDC that it had the required professional skills, and in the said proposals the Auditor also agreed to provide the Services to ATT - ITDC on the terms and conditions as set forth in the tender and this Agreement; and
- c. ATT - ITDC , on acceptance of the aforesaid proposals of the Auditor, and bidding process awarded the Performance audit work to the Auditor vide its Letter of Award / Work Order dated \_\_\_\_\_ (the “LOA”); and
- d. In pursuance of the LOA, the parties have agreed to enter into this Agreement.

NOW, THEREFORE, the parties hereto hereby agree as follows:

1. **Scope of work and deliverables:** The scope of work shall be as per details given under clause “Scope of Work” in the tender document/NIT.

2. **Time Schedule and Terms of Payment:**

The payments shall be released as per clause “**Time Schedule and Terms of Payments**” in tender document/Agreement. The payment will be made after receipt of bill and on acceptance of the work by ATT - ITDC . However, any bill submitted without the requisite supporting documents shall be deemed improper and not payable by ATT - ITDC .

- II. While making the payment, statutory deductions as applicable, shall be made by ATT - ITDC .
- II. ATT - ITDC will make the payment through e-mode only to Auditor’s Bank account as per payment details submitted in the tender document.

3. **Commencement and Completion**

- A. **Effective date of Agreement:** This Agreement shall come into force and effect on the date of this Agreement (the “Effective Date”). All terms and conditions given in above mentioned tender shall be treated as integral part of this agreement.

**B. Commencement of Services:** The Auditor shall commence the Services within a period of 7 (seven) days from the date of Letter of Award (LOA) / Work Order, unless otherwise agreed by ATT - ITDC.

**C. Completion of Services:** The time schedule for completion of various elements of services will be as given as per clause “**Time Schedule and Terms of Payments**” in tender document.

#### **4. Confidentiality**

- a) Auditor shall treat all matters in connection with the Contract as strictly confidential and undertakes not to disclose, in any manner whatsoever, information, documents, technical data, experience, etc. given to him by ATT - ITDC without the prior written consent of ATT - ITDC.
- b) Auditor further undertakes to limit the access of confidential information to those of its employees, Implementation Partners etc. who reasonably require the same for the proper performance of the Contract and the Auditor shall ensure that each of them has been informed of the confidential nature of the information and made aware of the confidentiality and non-disclosure clause stated at Clause 4(a).
- c) Both the parties agrees to keep in confidence, and not to disclose or use for its own respective benefit or for the benefit of any third party (except as may be required for the performance of services under this contract or as may be required by law), any information, documents, or materials that are reasonably considered confidential regarding each other’s products, business, customers, ATT - ITDCs suppliers, or methods of operation; provided, however, that such obligation of confidentiality will not extend to anything in the public domain or that was in the possession of either party prior to disclosure. Both parties will take reasonable precautions to safeguard property of the other entrusted to it.”

#### **5. Expiration of Agreement**

Unless terminated earlier, or extended by parties through mutual consent, this agreement shall expire upon expiry of a period of 90 (ninety) days from the delivery of the final deliverable as per clause “**Time Schedule and Terms of Payments**” in tender document.

#### **6. Termination of Agreement.**

ATT - ITDC reserves the right to terminate the contract/Agreement on occurrence of any of the following events:

- i. Any document, information, data or statement submitted by the Auditor in its Proposals, based on which the Auditor was considered eligible or successful, is found to be false, incorrect or misleading.
- ii. The Auditor fails to commence services as required under this agreement.
- iii. The Auditor fails to complete any of the required services as per the tender due to which ATT - ITDC fails to meet statutory time limit for finalization of monthly / quarterly/annual returns, statements, adjustments etc.
- iv. ATT - ITDC, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement. If the Auditor is found to be engaged in activities prejudicial in nature of ITDC.

A written notice of not less than 30 days should be given before such termination.

\*\* \*\*

**7. Effects of Termination:**

Upon termination of this Agreement, the following actions shall take effect as may be determined by ATT - ITDC: (i) forfeiture of the Performance Bank Guarantee, either in full or in part, as applicable; (ii) immediate handover to ATT - ITDC of all data, documents, records, and other materials, whether in physical or electronic form, belonging to or related to ATT - ITDC; and (iii) withdrawal or removal of all personnel deputed or engaged at ATT - ITDC under this Agreement. The Parties agree that such actions shall be without prejudice to any other rights, remedies, or claims available to ATT - ITDC under this Agreement or applicable law. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of this agreement.

**8. Liabilities:**

Without prejudice to any express provision of this Agreement, Auditor shall be solely responsible for any delay, lack of performance, breach of agreement and/or any default under this contract. Auditor shall remain liable for any damages due to its negligence within the next 12 months after the issuance of the provisional acceptance certificate of the contract.

**9. Staff Deployment**

By accepting the work award, the Auditor will be deemed to have represented that its staff is knowledgeable about and experienced in performing the work required in this tender and warrants that will use its best skill and attention to provide work described in this tender in a professional and timely manner. Further at least two qualified along with at least 4 semi-qualified, knowledgeable and experienced employees are to be stationed at ATT units by the Auditor.

**10. Reporting Requirements**

Auditor shall be able to furnish work progress report as and when required by ATT - ITDC within the stipulated period as mentioned in tender document.

**11. Professional Liability**

The Auditor(s) will be expected to carry out the assignment with due diligence and in accordance with prevailing standards of the profession. Auditor(s) will always act, in respect of any matter relating to the contract/agreement or the services, as faithful advisor to ATT – ITDC and will at all times support and safeguard the ATT - ITDC’s legitimate interests in any dealing with the third parties.

The Auditor shall be responsible for accuracy of data. The Auditor shall indemnify ATT – ITDC against any negligence, deficiency in services, or inaccuracy/ deficiency in the work. The Auditor will also be responsible for correcting at his/ her own cost.

**12. Force Majeure:**

If at any time during the existence of this agreement, neither party shall be responsible to the other for any delay or failure in performance of its obligations due to any occurrence commonly known as Force Majeure which is beyond the control of any of the parties, including, but not limited to, fire, flood, explosion, acts of God , public disorder, riots, embargoes, acts of military authority, epidemics, insurrections, civil commotion, war, enemy actions; provided that the reason for such delay or non-performance is furnished in writing within reasonable time by either party herein.

Party to the agreement affected by an event of Force Majeure shall immediately notify the other Party of such event, in writing upon such occurrence alongwith documentary evidence to that effect from the competent government authority/chamber of commerce of such event and shall similarly give written notice of the restoration of normal conditions as soon as possible.

The failure of a party to fulfil any of its obligations under this agreement shall not be considered to be a breach of, or default insofar such inability arises from an event of Force Majeure and shall take all precautions, due care and reasonable alternative measures for performance not prevented by the Force Majeure event in order to carry out the terms and conditions of this agreement.

Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the agreement.

### **13. Indemnity**

The auditor undertakes to fully indemnify and at all times keep ATT - ITDC fully indemnified and harmless against any actions, sanctions, claims, losses, demurrage, demands, expenses or costs whatsoever that ATT – ITDC may incur and / or suffer on account of any default on the part of the auditor in the discharge of the its obligation under this agreement, including but not limited to the claims, if any, third party brings a lawsuit or proceeding against ATT - ITDC, then auditor shall hold ATT – ITDC harmless against any loss, damage, expense or cost, including reasonable advocates fees, arising from the claim and any other circumstances. In case, auditor fails to deliver service as per terms and condition set out in agreement or if ATT – ITDC at its sole discretion considers that the auditor is not in a position to fulfill its obligations, ATT – ITDC may without being obliged to do so and without prejudice to any of its other rights and remedies, repudiate this agreement and procure the scope of work done at the cost and risk of the auditor from alternative sources. The provisions of the aforementioned indemnity clause shall survive the termination of this agreement.

### **14. Severability.**

All provisions and the various clauses of this Agreement are, notwithstanding the manner in which they have been grouped together or linked grammatically, severable from each other. Any provision or clause of this this Agreement which is or becomes unenforceable in any jurisdiction, whether due to voidness, invalidity, illegality, unlawfulness or for any other reason whatever, shall, in such jurisdiction only and only to the extent that it is so unenforceable, be treated as pro non scripto and the remaining provisions and clauses of this agreement shall remain of full force and effect. The Parties declare that it is their intention that this agreement would be executed without such unenforceable provision if they were aware of such unenforceability at the time of execution hereof.

### **15. Modification/Amendment.**

Any modification/further amendment of this Agreement shall be in writing and signed by an authorized representative of each Party which shall form the part the existing agreement.

### **16. Waiver**

The failure of either party to enforce or to exercise at any time or for any period, any term of or any right pursuant to this agreement shall not be construed as a waiver of any such term or right and shall in no way affect that party's right later to enforce or exercise it.

### **17. Entire Agreement**

All terms & conditions of relevant NIT including scope of work, documents mentioned in this agreement or any subsequent agreement, if any, shall also be deemed as part of the Agreement and will be binding on both the parties.

Any changes/modifications/amendments required to be incorporated in this agreement at a later stage shall be discussed and mutually agreed by both the parties and such supplementary Agreements/undertakings etc. shall be bindings on both the parties and shall form the part of the agreement.

**18. Notice**

Notices, approvals, and consents required or permitted under the Agreement shall be in writing and shall be sent at the address stated by the parties mentioned on the first page of the Agreement by hand or by certified mail, postage prepaid, or such address as such Parties may hereafter specify.

**19. Headings**

The clause and paragraph headings contained herein are for reference purposes only and shall not affect in any way the meaning or interpretation hereof.

**20. Governing Law, Jurisdiction & Dispute Resolution**

In the event any dispute and or difference arises between the Parties out of or in connection with this Agreement/contract, the Parties hereto shall make an endeavour to settle/adjudicate such dispute mutually and amicably. This Agreement shall be governed by and interpreted in accordance with the laws in force in India and the courts at Delhi shall have exclusive jurisdiction in all matters and to settle any disputes arising out of this Agreement/contract.

In witness whereof the parties have executed these presents in the day and the year first above written.

Signed and delivered for and on behalf of  
M/s \_\_\_\_\_

Signed and Delivered for behalf of  
M/s ATT - ITDC LIMITED

(Authorised Signatory)

(Authorised Signatory)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

IN PRESENCE OF TWO WITNESSES

1. \_\_\_\_\_ 2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 20. FORMAT OF PERFORMANCE BANK GUARANTEE

*(On a stamp paper of applicable amount to be executed by a New Delhi Branch of a Scheduled Bank other than Gramin Bank, Cooperative Bank, Nainital Bank and Dhanlakshmi Bank)*

Bank Guarantee No. \_\_\_\_\_ dated \_\_\_\_\_

To

M/s Ashok Travels and Tours – A Unit of ITDC Limited  
Core 8, SCOPE Complex  
Institutional Area, 7 Lodi Road  
New Delhi 110003 (INDIA)

Dear Sirs,

1) WHEREAS, Ashok Travels and Tours – a unit of ITDC Limited, having its Corporate office at Core-8, SCOPE Complex, 7, Institutional Area, Lodi Road, New Delhi -110 003 India (hereinafter called “the ATT-ITDC”) have entered into Agreement No. \_\_\_\_\_ dated \_\_\_\_\_ (hereinafter called ‘the CONTRACT’) for performance audit of Ashok Travels and Tours- a unit of ITDC’s Books and Accounts and Ledger Reconciliation for a period commencing from FY 2019-20 to till last quarter results declared.

M/s. \_\_\_\_\_ (name) address \_\_\_\_\_, (hereinafter called “the Auditor”)

2) AND WHEREAS the Auditor under the CONTRACT is required to furnish a Performance Bank Guarantee for the performance of the CONTRACT and ATT - ITDC has agreed to accept the Bank Guarantee in lieu of Performance Guarantee of the said sum of Rs ....

3) AND WHEREAS at the request of the Auditor, we

\_\_\_\_\_ Bank, \_\_\_\_\_ (address), hereby irrevocably and unconditionally guarantee and undertake to pay to the ATT-ITDC, immediately on demand up to and not exceeding the sum of Rs. \_\_\_\_\_ payable by the Auditor in the event of failing to perform any or all their obligations under the CONTRACT. The decision of the ATT-ITDC that the Auditor has failed to perform all or any of its obligations under the CONTRACT shall be conclusive, final and binding on us.

4) We, \_\_\_\_\_ Bank, undertake to pay the amount demanded by the ATT-ITDC not exceeding the sum of Rs. \_\_\_\_\_ only without any demur, delay, protest and without any reference or recourse to the Auditor notwithstanding any dispute raised by Auditor in any suit proceedings relating thereto pending before any court or tribunal our liability under these presents being absolute and unequivocal. The payment shall be made to the ATT-ITDC across the Counter of the bank on the same day of receipt of invocation of this Performance Bank Guarantee.

5) NOTWITHSTANDING anything to the contrary contained hereinabove, liability under the Guarantee is restricted to Rs. \_\_\_\_\_. Our Guarantee shall remain in force on or before DD-MM-YYYY or for any further period that may be communicated by the ATT-ITDC to the Bank in writing before the period of validity i.e. DD-MM-YYYY.

6) All your rights under the Guarantee shall be forfeited and we shall be relieved and discharged from all liability there under unless a claim under the Guarantee is made on our Bank in writing on or before DD-MM-YYYY as at para 5 above.

7) Your Letter of Demand in writing may be presented to the Bank by Registered Post or in person and the same shall be binding on us.

8) This guarantee comes into force forthwith.

9) We further agree that ATT - ITDC shall have the fullest liberty without our consent and without effecting in any manner, our obligations hereunder, to vary any of the terms and conditions of the delivery of service or extend time of performance by the said Auditor from time to time or to postpone it from time to time, any of the powers exercisable by ATT - ITDC against the said Auditor and to forbear or enforce any part of the terms and conditions relating to the said CONTRACT and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Auditor.

10) The liability of the Bank under this Guarantee shall be discharged on receipt of Rs. \_\_\_\_\_ only by ATT - ITDC.

11) We \_\_\_\_\_ (Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of ATT - ITDC Limited in writing.

12) This guarantee will not be discharged due to change in the constitution of the Bank or the said Auditor.

13) We have the power to issue this Guarantee in your favour under the Charter of our Bank and the undersigned have full power to execute this Guarantee under the Power of Attorney granted to him by the Bank.

SIGNED AND DELIVERED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

Yours faithfully  
For and on behalf of Bank

(Address)  
(Banker's Seal)

Validity: on or before DD-MM-YYYY and claim period as in force in banking.

Note: Banker's self-certification will suffice the requirement which may be submitted with the BG.

## 21. PROPOSAL FORMS

### Form-A: Covering letter for submission of offers

(TO BE SUBMITTED ON BIDDER'S OWN LETTER HEAD)

From:

\_\_\_\_\_

Our Ref: \_\_\_\_\_ Dated \_\_\_\_\_

**SUBJECT:** Engagement of Chartered Accountant firms or Cost Accountant Firm for Performance Audit Work in Ashok Travels and Tours - a unit of ITDC.

Dear Sir,

Please find herewith our offer in line with requirement of ATT – ITDC Bidding document.

We confirm that:

- 1 Offer is in complete compliance with technical as well as commercial requirements of Bidding Document and there is no technical or commercial deviation in the offer.
- 2 We understand that any technical or commercial deviation in the offer shall render our offer liable for rejection.
- 3 Our offer shall remain valid for a period of 120 days from the date of opening of tender.

We declare that the statement made and the information provided in our offer is true and correct in all respect. In case, it is found that the information/ documents provided by us are incorrect/ false at any time, ATT – ITDC shall have the absolute right to cancel my / our tender / contract and action as deemed fit may be taken against us / me, including termination of the contract, forfeiture of all dues including Earnest Money and banning delisting our firm without any prior intimation to me / us.

Thanking you,

Yours sincerely,

(Signature of Authorized person)

Full Name:

Designation:

Bidder's official Seal:

**Form-B: Letter of Authorization**

(TO BE SUBMITTED ON BIDDER'S OWN LETTER HEAD)

To

Ashok Travels and Tours – a unit of ITDC Limited

**SUBJECT:** Engagement of Chartered Accountant firms or Cost Accountant Firm for Performance Audit Work in Ashok Travels and Tours - a unit of ITDC.

Dear Sir,

We \_\_\_\_\_ hereby authorize following representative(s) to sign all bid documents against your Bidding Document No. **NIT No. :** \_\_\_\_\_

Name & Designation \_\_\_\_\_ Signature

\_\_\_\_\_

We confirm that we shall be bound by all commitments made by aforementioned authorized representatives.

Yours faithfully,

Signature

Name & Designation

For and on behalf of

(Bidder)

NOTES:

This letter of authority should be on the letterhead of the bidder and should be signed by a person competent and having the power of attorney to bind the bidder.

**Form-C: Relevant Experience**

Relevant experience of the Chartered Accountant firms or Cost Accountant Firm in handling different types of audits of Company:

<b>Sr. No.</b>	<b>Name of the Client</b>	<b>Location of the client</b>	<b>Scope of work (Performance Audit, Cost Audit &amp; Any Other Audit)</b>	<b>Year of assignment</b>	<b>Project period</b>	<b>No. of Staff deployed</b>

Note: Bidder to submit copies of the Engagement letter/work orders, extension work orders/ contract from client for the referred assignments.

**Form-D: Details of Qualified Professionals of the firm**

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Qualification</b>	<b>FCA / FCMA Member ship no. &amp; since</b>	<b>Date of joining in the applicant firm</b>	<b>Total No. of years of Experience</b>	<b>Relevant Experience in Performance Audit, Cost Audit &amp; Any Other Audit</b>

**Notes:**

- 1 Bidders are required to furnish the complete and correct information required for evaluation of their bids. If any information furnished is found to be false/misleading/incomplete, the same shall be considered as adequate ground for rejection of the bids.
- 2 Bidders are required to furnish only those credentials in the above prescribed format for which documentary evidence is available with them. ATT – ITDC reserves the right to seek additional information or ask for supporting documents from Bidders for verifying/evaluating their credentials whenever required.
- 3 Proper proof MUST be provided to support that the firm is at least 7 years old and presently has minimum 2 FCA or 2 FCMA partners since last 5 years.

## **Form-E: Undertaking**

### **Undertaking**

We hereby confirm that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s) / information is false, forged or fabricated.

We hereby confirm that our Bid complies with the total technical-commercial requirements/ terms and conditions of the Bidding Document and subsequent addendum/corrigendum (if any), issued by ATT - ITDC, without any deviation/ exception/ comments/ assumptions.

We also confirm that we have quoted the prices without any condition and deviation.

We further confirm that terms and conditions if any, mentioned in our bid (Technical as well as Price) shall not be recognized and shall be treated as null and void.

We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'.

We hereby confirm that there has not been any disciplinary action initiated or contemplated/ suspension of practice against this entity or debarment from conducting any activity by ICAI/ ICAI/ C&AG/ SEBI or other financial sector regulator / statutory authority as on date of bid submission.

We hereby confirm that none of the partners of the entity/ employees have not been convicted of any offence involving moral turpitude or has been found guilty of any economic offence.

We hereby confirm that no appeal/ unresolved dispute/suit/case/ application has been pending at any court in India regarding the existence of the business/ right to carry on practice of this firm or any of its partners/ directors.

We further confirm that, we have not been in negative list / blacklisted by any Public Sector Undertaking / Government Organization as on the date of bid submission.

We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any noticed in future, our Bid may be rejected / terminated.

We hereby confirm that we have gone through and understood the Bidding Document and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

We undertake that Bidding Document shall be deemed to form part of our bid and in the event of award of work to us, the same shall be considered for constitution of Agreement.

We confirm that rate quoted by us includes price for all services as mentioned in the Bidding Document.

Stamp and signature of bidder: \_\_\_\_\_

Name of bidder: \_\_\_\_\_

NOTE: To be stamped and signed by the authorized signatory on letterhead of bidder.

**Form-F: Bidder's general information****A. General information**

S. No.	Particulars	Details to be furnished by the Bidder
1.	Name of the Bidder	
2.	Registered Office Address	
3.	Address of Branch Office(s)/ Local Office in Delhi/ NCR	
4.	Telephone Number with STD Code	
5.	Email ID	
6.	Website Address	
7.	Type of Entity ( LLP / Partnership)	
8.	Date of Incorporation / Registration and number of years of operation	
9.	Corporate Identification Number / Registration No.	
10.	Name and Designation of Authorized Signatory	
11.	Power of Attorney Attached (Yes/No)	

**Note:**

1. The self-attested copies of documents to be attached.
2. In case Bidder is a partnership firm, certified copy of the partnership deed

**B. Statutory Registration**

S. No.	Particulars	Status (Yes/No)	Document Attached (Yes/No)
1.	Partnership Deed/ Registration Certificate as LLP		
2.	Constitution Certificate issued by ICAI / ICMAI		
3.	PAN Card (in the name of the bidding entity)		
4.	GST Registration Certificate		
5.	Audited Financial Statements (Balance Sheet and Profit & Loss Account) with auditor seal and UDIN OR A certificate from chartered Accountant for Average Annual Turnover for the three financial years i.e. FY 22-23, FY 23-24 and FY 24-25, along with a Positive Net Worth Certificate with UDIN as on 31-03-2025.		

6.	Empanelment with CAG for FY 25-26 (Applicable only in case of Chartered Accountant Firms.)		
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**C. Financial Information**

Details of Turnover of the Firm for the last three preceding financial years (CA Certified)

S.No.	Financial Year	Total Amount (in Rs.)
1.	2022-23	
2.	2023-24	
3.	2024-25	
4.	Net Worth as on 31 <sup>st</sup> March 2025	

**Form-G: Payment Form**

**Payment Form  
Bank account particulars**

- 1 Bidder's name
- 2 Particular of bank account

- Name of the bank
- Account number
- Bank's IFSC code for RTGS/NEFT

I hereby declare that the particulars given above are correct and complete and accord our consent for receiving payment through electronic mechanism. I also undertake to intimate the changes, if any, in bank account details in future and Ashok travels and Tours-a unit of ITDC Limited (ATT – ITDC) will not be held responsible for non-payment / delay due to above change in bank details and also due to technical reasons beyond its control.

**Form-H: SELF DECLARATION OF NOT-BLACKLISTED**

(On Bidder's Letter Head)

To  
HOD (Ashok Travels and Tours)  
India Tourism Development Corporation Ltd

Date:

Dear Sir,

This is to declare that our firm \_\_\_\_\_ is not banned/ on negative list /  
debarred/ blacklisted/ declared ineligible for corrupt and fraudulent practices by any PSU or Govt.  
of India/State Government/ ICAI/ ICMAI/ C&AG/ SEBI and any financial sector regulator  
and our firm is not under litigation as on the date of bid submission.

**Name of Bidder:**

**Signature of the Bidder with seal**

**Form-I: PART-II: PRICE BID**

**Schedule of rates**

**Subject:** Engagement of Chartered Accountant Firm or Cost Accountant Firm for Performance Audit Work in Ashok Travels and Tours - a unit of ITDC

**Name of Organization:** Ashok Travels and Tours – a unit of ITDC Limited, New Delhi

**NIT NO.:** \_\_\_\_\_

**Name of Bidder:** \_\_\_\_\_

<b>Sl. No</b>	<b>Description of Work</b>	<b>Months</b>	<b>Amount (p.m.)</b>	<b>Total Amount</b>
<b>1</b>	Lump sum price for the job given “Scope of Work”.	<b>3</b>		
	<b>Total Rs.</b>			
	<b>Total Rs. (in words):</b>			

Note:

- i. Applicable taxes shall be paid extra.
- ii. For Travel /Stay outside New Delhi for training, representing ATT - ITDC as per requirement etc., arrangements shall be made by ATT - ITDC.

**EMD REFUND FORM**

Date: \_\_\_\_\_

**NIT FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM OR COST ACCOUNTANT FIRM FOR PERFORMANCE AUDIT WORK FOR A PERIOD FROM FY 2019-20 TO TILL LAST QUARTER RESULT DELACRED FOR ASHOK TRAVELS AND TOURS – A UNIT OF INDIA TOURISM DEVELOPMENT CORPORATION LTD.**

**Details of the bidder**

Name of the firm	
Address:	
Name of the Authorized Signatory:	
Contact No:	
Email id:	

**Details of EMD submitted:**

In case of payment through RTGS please provide the Bank transaction reference number:	
In case of payment through NEFT please provide the UTR number:	

**Particulars for online EMD refund (Please attach scanned copy of cheque)**

Name of the Bank	
Branch Name and Address:	
IFSC Code	
Account No.	
Account Type	

I hereby declare that the particulars given above are correct and complete and accord our consent for receiving EMD without claiming any interest

Signature of the authorized signatory  
 Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Official Seal

## Form-K: Integrity Pact

### INTEGRITY PACT

(To be executed on Plain Paper with each page of Integrity Pact duly signed by Procuring Entity's and the bidder's authorized signatory)

This Integrity Pact (hereinafter referred to as the Agreement) is made on this \_\_\_\_ day of the month of \_\_\_\_\_ 25 \_\_\_\_

Between

Ashok Travels and Tours-a unit of India Tourism Development Corporation Ltd (hereinafter referred to as ATT - ITDC is a Government of India Undertaking) a company duly incorporated and existing under the provisions of the Companies Act, 1956, having its registered office at having its Registered Office at SCOPE Complex, Core 8, 7 Lodi Road, New Delhi-110003 (hereinafter referred to as the Principal, which expression shall unless repugnant to the meaning of context hereof include its successors and permitted assigns).

And

M/s. \_\_\_\_\_ (name and address of the Individual/firm/company/consortium members) through \_\_\_\_\_ [mention details of the duly authorized signatory] (hereinafter referred to as the Bidder/Contractor which expression shall unless repugnant to the meaning of context hereof include its successors and permitted assigns).

#### Preamble

Whereas, the Principal has floated a Tender \_\_\_\_\_ [Tender No.] (hereinafter referred to as Tender) and intends to award under laid down procedures, contract(s)/purchase order/work order/ for \_\_\_\_\_ [name of the contract/order] or items covered under the tender (hereinafter referred to as the Contract).

Whereas, the Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relations with its Bidder(s) and /or Contractor(s).

Whereas, in order to achieve these goals, the Principal has appointed competent and credible Independent External Monitor (IEM) for this Pact after approval of Central Vigilance Commission.

Whereas to meet the aforesaid purpose both parties have agreed to enter into this Integrity Pact (hereinafter referred to as the Agreement), the terms and conditions of which, shall be read as an integral part of the tender document and contract between the parties.

Now, Therefore, in consideration of the mutual covenants contained in this Pact, both parties hereby agree as follows:-

#### Section 1- Commitments of the Principal

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Principal will during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the process or the contract execution.

c. The Principal will exclude from the process all known prejudiced persons.

2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the Bharat Nyaya Sanhita Act, or if there is a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

## **Section 2- Commitments of the Bidder(s)/ Contractor(s)**

The Bidder(s)/Contractor(s) commit them self to take all measures necessary to prevent corruption.

1. The bidder(s)/Contractors(s) commit them self to observe the following principles during participation in the tender process and during the contract execution.

a. The Bidder(s) / contractor(s) will not, directly or through any other persons or firm, offer promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant Bharat Nyaya Sanhita Act; further the Bidder(s) /Contractors will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. And the details as mentioned in the 'Guidelines on Indian Agents of Foreign suppliers' shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupee only.

In a tender, either the Indian Agent on behalf of the Principal/OEM or the Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender. If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.

e. The Bidder(s)/Contractor(s) will, when presenting their bid, disclose an any and all payment made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

f. Bidder(s)/Contractors who have signed the integrity pact shall not approach the courts while representing the matter to IEM s and shall wait for their decision in the matter.

2. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

## **Section 3: Disqualification from tender process and exclusion from future contracts**

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or terminate the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression and action will be taken as per the procedure prescribed in the "Guidelines on banning of business dealings" of the Principal.

## **Section 4: Compensation for Damages**

Without prejudice to any rights that may be available to the Principal under law or Contract or its established policies and laid down procedures, the Principal shall have the following rights in case of breach of this Agreement by the Bidder(s)/Contractor(s).

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to the Earnest Money Deposit / Bid Security Amount of the Bidder/Contractor.

2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated

damages of the Contract value or the amount equivalent to Performance Bank Guarantee. If the watchdog has reported a confirmed suspicion of any offence under the relevant Bharat Nyaya Sanhita Act to C&MD, ATT – ITDC and C&MD, ATT – ITDC has not taken action within a reasonable time to take action against such offence or has not reported the same to the Chief Vigilance Officer, so the monitor can also transmit this information directly to the Central Vigilance Commissioner.

**Section 5: Previous Transgression**

1. Bidder to disclose any transgression with any other public/government organization that may impinge on the anti-corruption principle. The date of such transgression, for the purpose of disclosure by the bidders in this regard, would be the date on which cognizance of the said transgression was taken by the competent authority. The period for which such transgression(s) is/are to be reported by the bidders shall be the last three years to be reckoned from the date of bid submission. The transgression(s), for which cognizance was taken even before the said period of three years, but are pending conclusion, shall also be reported by the bidders.

2. If the bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the as per the procedure mentioned in the "Guidelines on Banning of business dealings" of the Principal.

**Section 6: Equal treatment of all Bidders/Contractors.**

1. In case of sub-contracting, the principal contractor shall take the responsibility of the adoption of Integrity Pact by the sub-contractor(s).

2. The Principal will enter into Agreements with identical conditions as this one with all bidders, contractors.

3. The Principal will disqualify from the tender process all bidders who do not sign and submit this Integrity Pact along with their Technical Bid for this Tender or violate its provisions at any stage of the tender process.

**Section 7: Violations of the Integrity Pact**

If the Principal obtains knowledge of conduct of a Bidder, Contractor, or of an employee or a representative or an associate of a Bidder, Contractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

**Section 8: Independent External Monitor/Monitors (IEM)**

1. The Principal has appointed competent and credible Independent External Monitor for this Pact with the approval of Central Vigilance Commission. Further, Name and contact details of the two Independent external monitors (IEM's) appointed by India Tourism Development Corporation Limited as provided in circular no. SEP/IP/2025/569 dated 06-11-2025 is given below:-

Lt. Gen Balbir Singh Sandhu, Ex-DG, Ministry of Defence, Email : balbirsandhu1957@gmail.com	Shri Varanasi Udaya Bhaskar, Ex-CMD, Bharat Dynamic Limited, Email : varudabha@yahoo.co.in
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The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

2. Integrity Pact, in respect of a particular contract, shall be operative from the date IP is signed by both the parties. The Monitors shall examine all the representative/grievances/complaints received by them from the bidders or their authorized representative related to any discrimination on account of lack of fair play in modes of procurement and bidding systems, tendering method, eligibility conditions, bid evaluation criteria, commercial terms & conditions, choice of technology/specifications etc.

3. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The monitor would have access to all contract documents whenever required. It will be obligatory for him/her to treat the information and documents of the bidders/contractors as confidential.

4. The Bidder/Contractor accepts that the Monitor has the right to access without restriction to all project documentation of the principal including that provided by the contractor. The contractor will also grant the monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to sub-contractors (if any).

5. The Monitor is under contractual obligation to treat the information and documents of the Bidders(s)/ contractor(s)/ sub-contractors(s) with confidentiality. The monitor has also signed declarations on 'Non- Disclosure of Confidential Information' and of 'Absence of conflict of interest'. In case of any conflict of interest arising at a later date, the IEM shall inform C&MD (ATT - ITDC) and recues himself/herself from that case.

6. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

7. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit nonbinding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

8. The Monitor will submit a written report to the C&MD, ATT – ITDC within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.

9. If the Monitor has reported a confirmed suspicion of any offence under the relevant Bharat Nyaya Sanhita Act to C&MD, ATT – ITDC and C&MD, ATT – ITDC has not taken action within a reasonable time to take action against such offence or has not reported the same to the Chief Vigilance Officer, So the monitor can also transmit this information directly to the Central Vigilance Commissioner.

10. In the event of any dispute between the management and the contractor relating to those contracts where Integrity pact is applicable, in case, both the parties are agreeable, they may try to settle dispute through mediation before the panel of IEMs in a time bound manner. If required, the organizations may adopt any mediation rules for this purpose. However, not more than five meetings shall be held for a particular dispute resolution. The fees/expenses on dispute resolution shall be equally shared by both the parties.

In case, the dispute remains unresolved even after meditation by the panel of IEMs, the organization may take further action as per terms & conditions of the contract.

11. The word 'Monitor' would include both singular and plural.

### **Section 9 - Pact Duration**

1. This pact begins when both parties have signed this Agreement. It expires for the Contractor 12 months after the last payment under the contract and for all other bidders 6 months after the contract has been awarded.

2. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

3. If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Agreement as specified above, unless it is discharged / determined by C&MD of ATT – ITDC.

### **Section 10 - Other provisions**

1. This Agreement is subject to Indian Law, the place of performance and jurisdiction is the Registered Office of the Principal i.e. New Delhi.

2. Changes and supplements, as well as termination notices need to be made in writing. Side agreements have not been made.

3. This agreement must be signed by the duly authorized signatory only. If the Contractor is a partnership or a consortium or **Joint Venture** this agreement must be signed by all partners or consortium or **Joint Venture Partners**. In case of any change in partnership/consortium/**Joint Venture** the new partner or member will have to sign this document. **It is to be ensured that all sub-contractors also sign the IP. In case of sub-contractors, the IP will be a tri-partite arrangement to be signed by the Organization, the contractor, and the sub-contractor.**

4. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

5. Issues like Warranty / Guarantee etc. shall be outside the purview of IEMs.

6. In the event of any contradiction between this Agreement and its annexure, the clause of the Agreement will prevail. For the sake of brevity, both the parties agree that this Agreement will have precedence over the Tender/Contract documents with regard to any of the provisions covered in this Agreement.

\_\_\_\_\_  
(For & on behalf of the Principal)  
(Office Seal)

\_\_\_\_\_  
(For & on behalf of the Bidder)  
(Office Seal)

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Witness-1

Signature.....  
Name: .....  
Address:.....

.....  
.....  
.....

Witness-2

Signature.....  
Name: .....  
Address:.....

.....  
.....  
.....

**FRAUD PREVENTION POLICY**

**(To be submitted on Letter Head of the Bidder)**

**INTRODUCTION**

ATT – ITDC has placed adequate systems and procedures commensurate to its nature of business such as Licensing Procedure, Purchase Procedure, and Engineering Works Manual, Delegation of Power etc. for ensuring the orderly and efficient conduct of business in an honest, ethical and transparent manner without any bias or malafide.

Further as per Schedule V to SEBI (LODR) Regulations, 2015 relating to Corporate Governance Provisions requirement, ATT – ITDC has placed a whistle blower policy. This policy envisages the Corporation to put in place a mechanism for employees to report to the Management about Unethical behaviour, actual or suspected fraud or violation of conduct rules.

Clause 34(2) (f) of the SEBI (LODR) Regulations, 2015 requires top 500 companies (based on market Capitalization) to give in its Annual Report the Business Responsibility Report describing the initiative taken by the Company from an environmental, social and governance perspective. Principal 1 of the policy requires that businesses should not engage in practices that are abusive, corrupt, or anti-competition. Pursuant to this, it is considered appropriate to formulate and implement a FRAUD PREVENTION policy in the Company.

**OBJECTIVES**

The objective of the "Fraud Prevention policy is to provide a system for detection, reporting and prevention of fraud, whether committed or suspected. The policy will provide a frame work and lay down a procedure for detection, reporting and prevention of fraud or suspected fraud.

The policy will ensure that management is aware of its responsibilities for detection and prevention of fraud and for establishing procedures for preventing fraud and/or detecting fraud when it occurs.

**SCOPE OF THE POLICY**

The policy applies to all frauds committed or suspected linked to the business of the Company involving any employees as well as representatives of Selected Bidders, suppliers, contractors, consultants, service providers or any outside agency doing business with the company.

**DEFINITION OF FRAUD**

"Fraud" is a wilful act intentionally committed by an individual(s) - by deception, suppression, cheating or any other fraudulent or any other illegal means, thereby, causing unlawful gain(s) to self or any other individual(s) and wrongful loss to other(s), whether in cash or kind.

**ACTIONS CONSTITUTING FRAUD**

While fraudulent activity could have a very wide range of coverage, the following are some of the act(s) which constitute fraud. The list given below is only illustrative and not exhaustive:-

i Forgery or alteration of any document or account belonging to the Company.

- ii Forgery or alteration of cheque, bank draft or any other financial instrument etc.
  - iii. Misappropriation of funds, securities, supplies or others assets by fraudulent means etc.
  - iv. Falsifying records such as pay-rolls, removing the documents from files and/or replacing it by a fraudulent note etc.
  - V. Willful suppression of facts/deception in matters of Engagement, placements, submission of reports, tender committee recommendations etc. as a result of which a wrongful gain(s) is made to one and wrongful loss(s) is caused to the others.
  - vi. Utilizing Company funds for personal purposes.
  - vii. Authorizing or receiving payments for goods not supplied or services not rendered.
- Destruction, disposition, removal of records or any other assets of the Company with an ulterior motive to manipulate and misrepresent the facts so as to create suspicion/suppression/cheating as a result of which objective assessment/decision would not be arrived at.

Any other act that falls under the gamut of fraudulent activity. Suspected improprieties concerning an employee's moral, ethical, or behavioral conduct, should be resolved by departmental management and Employee Relations of Human Resources rather than under Fraud Policy.

#### **REPORTING OF FRAUD**

Any employee, representatives of Selected Bidders, suppliers, contractors, consultants, service providers or any outside agency doing business with the company as soon as he / she comes to know of any fraud or suspected fraud or any other fraudulent activity must report such incident(s). Such reporting shall be made to the designated Nodal Officer(s) nominated by the Company for this purpose from time to time. If, however, there is shortage of time such report should be made to the immediate HOD whose duty shall be to ensure that input received is immediately communicated to the Nodal Officer. The reporting of the fraud normally should be in writing. In case the reporter is not willing to furnish a written statement of fraud but is in a position to give sequential and specific transaction of fraud/suspected fraud, then the officer receiving the information/Nodal Officer should record such details in writing as narrated by the reporter and also maintain the details about the identity of the official / employee / other person reporting such incident. Reports can be made in confidence and the person to whom the fraud or suspected fraud has been reported must maintain the confidentiality with respect to the reporter and such matter should under no circumstances be discussed with any unauthorized person.

All reports of fraud or suspected fraud shall be handled with utmost speed and shall be coordinated by Nodal Officer(s) to be nominated.

On receiving input about any suspected fraud/nodal officer(s) shall ensure that all relevant records documents and other evidence is being immediately taken into custody and being protected from

being tampered with, destroyed or removed by suspected perpetrators of fraud or by any other official under his influence.

### **DUTY OF NODAL OFFICER**

The "Nodal Officer" shall, refer the details of the Fraud/suspected fraud to the Vigilance Department of ATT - ITDC, immediately for further appropriate investigation and needful action.

During receipt of information of Fraud/Suspected Fraud, it would be the duty of Nodal Officer to verify the identity of the Complainant. Anonymous Complaint should not be acted upon.

After verification of the identity of the Complainant, the Nodal Officer should keep the identity of the Complainant secret.

After completion of the investigation, due appropriate action, which could include administrative action, disciplinary action, civil or criminal action or closure of the matter if it is proved that fraud is not committed etc. depending upon the outcome of the investigation shall be undertaken.

Vigilance Department shall apprise "Nodal Officer" of the results of the investigation undertaken by them. There shall be constant coordination maintained between the two.

### **RESPONSIBILITY FOR FRAUD PREVENTION/CREATING OF POLICY**

It is the responsibility of every employee, representatives of Selected Bidders, suppliers, contractors, consultants, service providers or any outside agency doing business with the company to ensure that there is no fraudulent action being indulged in, in their own area of activity/responsibility. As soon as they learn of any fraud or have suspicion regarding it, they should immediately report the matter as per the procedure laid down in the policy.

All Selected Bidders, suppliers, contractors, service providers, consultants and other agencies having business relations with the company are required to affirm to the Fraud Prevention policy of the company. As such this policy document shall form a part of the tender/RFP document and shall have to be concurred to by all bidders

All Departmental Heads shall be responsible for proper implementation of the Fraud prevention policy of the company. The Nodal officers have powers to take corrective actions as per this policy. Name and contact number of nodal officers shall be available on Website and all prominent locations. Efforts will be made to keep the name of the informer secret.

The company recognises that employee/stakeholders awareness is essential for effective detection/prevention of fraud/suspected fraud. As such the company shall put in place adequate communication mechanisms for dissemination of information about the policy and its importance to the corruption free governance of the company.

SEAL, SIGNATURE & NAME OF THE BIDDER