

OFFICE OF THE REGISTRAR, GOVIND GURU TRIBAL UNIVERSITY, BANSWARA

MAHI DAM Road, Banswara, Rajasthan - 327001

Email: registrar@ggtu.ac.in

Notice Inviting Expression of Interest (EOI)

NIB No: GGTU/Acct/2026/368

Date: 17/9/26

SECTION 1: INVITATION & SCHEDULE OF PROCUREMENT

The Registrar, Govind Guru Tribal University (GGTU), Banswara, invites Expression of Interest (EOI) from reputed, experienced, and ICAI peer-reviewed **Chartered Accountant (CA) Firms** for undertaking statutory Audit and ensuring statutory tax compliances (including Income Tax, GST, and Quarterly TDS Returns) and tax consultancy during these period.

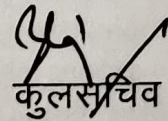
- **Governing Law:** The procurement process and contract execution shall be strictly governed by the Rajasthan Transparency in Public Procurement (RTPP) Act, 2012 and RTPP Rules, 2013.
- **Period of Contract:** The initial appointment shall be for a fixed period of 2 (Two) Financial Years (i.e., FY 2026-27 and FY 2027-28), subject to a satisfactory annual performance review.

1.2 Critical Date Sheet

सेवा का प्रकार	अनुमानित लागत	निविदा प्रारम्भ की तिथि	निविदा जमा करने की अंतिम तिथि एवं समय	निविदा खोलने की दिनांक एवं समय
1	2	3	4	5
Chartered Accountant (CA) Firms for undertaking statutory / internal Audit and ensuring statutory tax compliances (including Income Tax, GST, and Quarterly TDS Returns) and tax consultancy during these period.	04.00 लाख	दिनांक 17/9/26 12.00 बजे तक	23/9/26 को दोपहर 1.00 बजे तक	23/9/26 को दोपहर 2.00 बजे तक

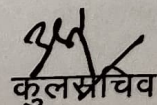
नोट:-

1. बोली से संबंधित शेष विवरण <http://sppp.rajasthan.gov.in> पर देखा जा सकता है।
2. बिड स्वीकृत/अस्वीकृत करने का अधिकार उपापन समिति का होगा।


कुलसचिव

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु:-

1. निजी सचिव, कुलपति महोदय, जीजीटीयू, बांसवाड़ा।
2. गोविन्द गुरु जनजातीय विश्वविद्यालय, बांसवाड़ा के नोटिस बोर्ड हेतु।


कुलसचिव

SECTION 2: BROAD SCOPE OF WORK

The selected CA Firm will be responsible for the following assignments at GGTU, Banswara:

- Statuary Audit: Comprehensive quarterly/half-yearly statuary audit of all university accounts, funds, grants (UGC, RUSA, State Govt), physical verification assistance, and checking adherence to GF&AR and RTPP rules.
- Income Tax Compliance: Preparation and timely electronic filing of the annual Income Tax Return (ITR) of the University, processing of exemptions, and handling scrutiny/assessment matters.
- GST Compliance: Verification of GST liability, monthly reconciliation of electronic credit ledger, and successful filing of monthly/quarterly/annual GST returns (GSTR-1, GSTR-3B, GSTR-9, GSTR-9C).
- TDS Compliance: Quarterly verification of TDS/TCS deductions, generation of Form 16/16A, correction statements, and filing of Quarterly TDS Returns (Forms 24Q, 26Q, 27Q).
- Hired CA will be providing tax consultancy of any matter occurred at GGTU Banswara for the whole period of these bid.

SECTION 3: MINIMUM ELIGIBILITY CRITERIA (MANDATORY CONDITIONS)

Interested CA firms must fulfill the following mandatory criteria. Bids not meeting any of these criteria will be summarily rejected:

- C&AG Empanelment: The CA Firm must be empanelled with the Comptroller and Auditor General of India (C&AG) for the current financial year. A valid empanelment letter must be enclosed.
- ICAI Standing: Minimum 10 years of continuous existence since registration with ICAI. (Enclose valid ICAI Firm Constitution Certificate).
- Turnover: Cumulative total turnover of minimum Rs. 2 Crores (Two Crores) during the last 3 financial years (FY 2023-24, 2024-25, and 2025-26). (Enclose CA-certified financial statements/audited balance sheets and ITRs).
- Mandatory Local Office at Banswara: The CA Firm must have a fully functional Head Office or Branch Office established in Banswara for at least the last 2 years as on the date of publication of this EOI.
- Office Address & Physical Verification: The firm must explicitly mention the complete physical address. If required, a designated University Committee may visit the location to inspect, confirm, and verify the physical presence and infrastructure of the stated address. Any discrepancy or false claim will lead to immediate disqualification.
- Minimum Fund Value Audit Experience: The CA Firm must have conducted at least 1 (one) internal or statutory audit of an institution/organization having a minimum fund value/turnover of Rs. 90 Crores (Ninety Crores) in any of the last 5 financial years. (Satisfactory completion certificate indicating the fund value must be enclosed).
- Peer Review: Must hold a valid Peer Review Certificate from ICAI.
- Affidavit on Stamp Paper: The firm must submit a Self-Declaration Affidavit on a Non-Judicial Stamp Paper of Rs. 100/- (duly notarized), confirming the absolute truthfulness of all the above mandatory conditions.

14/

52

SECTION 4: TECHNICAL EVALUATION CRITERIA (POINT SYSTEM)

Bidders must score a minimum of 60 marks in the technical evaluation to be considered qualified for the opening of the Financial Bid.

S.No.	Evaluation Parameter	Max Marks	Marking System / Criteria
1	Firm's Standing (Age)	25 Marks	• 10 Years (Mandatory Threshold): 15 Marks • > 10 to 15 Years: 20 Marks • > 15 Years: 25 Marks
2	Financial Turnover (Last 3 FYs)	25 Marks	• Rs. 2.00 Crores (Mandatory Threshold): 15 Marks • > Rs. 2.00 Cr to Rs. 5.00 Cr: 20 Marks • > Rs. 5.00 Crores: 25 Marks
3	Relevant Experience (Govt/Educational institute)	35 Marks	• Minimum 3 Institutional Audits: 20 Marks • 4 to 6 Institutional Audits: 30 Marks • More than 6 Audits: 35 Marks
4	Human Resource (Partners) attach valid documents	15 Marks	• Up to 3 Full-time FCA/ACA Partners: 5 Marks • 4 to 5 Full-time FCA/ACA Partners: 10 Marks • More than 5 Partners: 15 Marks

ANNEXURE - I: TECHNICAL BID CHECKLIST

S.No.	Document Name / Description	Attached (Yes/No)	Page No.
1.	Copy of ICAI Firm Constitution Certificate (Minimum 10 years).		
2.	Copy of valid C&AG Empanelment Letter/Certificate.		
3.	Audited Balance Sheets and ITRs showing cumulative turnover of min Rs. 2 Crores.		
4.	Proof of having an office at banswara for at least last 2 Years.		
5.	Evidence of auditing at least 1 institution with min fund value of Rs. 90 Crores within last 3 financial year		
6.	Original Affidavit on Rs. 100/- Non-Judicial Stamp Paper duly notarized.		
7.	Copy of valid Peer Review Certificate issued by ICAI.		
8.	Signed copies of statutory RTPP Declarations (Annexure A, B, C, and D).		

ANNEXURE - II: FORMAT FOR RS. 100 STAMP PAPER AFFIDAVIT

(To be executed on a Non-Judicial Stamp Paper of Rs. 100/- duly attested by a Notary Public)

I,[Name of Authorized Signatory], Partner of
M/s..... [Name of the CA Firm], having its registered Head Office/Branch Office
at[Complete Address of Banswara Office], do hereby
solemnly affirm and state on oath as under:

- 1. That our firm M/s[Name of the Firm] is legally registered with the ICAI and possesses a continuous standing of more than 10 years.
- 2. That our firm is empanelled with the Comptroller and Auditor General of India (C&AG) for the current financial year, and our C&AG Registration Number is _____.
- 3. That the cumulative total turnover of our firm during the last 3 financial years is minimum Rs. 2 Crores (Two Crores).
- 4. That our firm has a fully functional office at Banswara, which has been established and actively running for at least the last 2 years in Banswara. We consent to its physical verification by the University Committee.
- 5. That our firm has successfully conducted the internal/statutory audit of at least 1 (one) institution/organization namely[Name of the audited Institute] having a fund value/turnover of minimum Rs. 90 Crores (Ninety Crores) during the Financial Year..... [Insert FY].
- 6. That all the information, certificates, and documents submitted by us are absolutely true, correct, and complete as per the provisions of the RTPP Act, 2012 and RTPP Rules, 2013.

****Verification:****

I, the above-named deponent, do hereby verify that the contents of paragraphs 1 to 6 of this affidavit are true and correct to the best of my knowledge and belief, and nothing material has been concealed therefrom.

Verified at Banswara on this _____ day of[Month], 2026.

68

54

Declaration by the Bidder Paper (To be filled by the Bidder)

To,
The Registrar
Govind Guru Tribal University, Banswara.

Sir,

In response to the Ref. NIB No: _____ Dated _____, Govind Guru Tribal University, Banswara, as an Owner / Partner / Director / Auth. Sign. Of..... I /We hereby declare that presently our Company / Firm..... at the time of bidding, :-

- a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) having fulfilled my / our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / UT;
- d) does not have any previous transgressions with any entity in India or any other country during last three years;
- e) does not have any debarment by any other procuring entity;
- f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h) does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition;
- i) will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my / our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Name of the Bidder : Authorised Signatory :

Seal of the Organization

Place :

Date :



Certificate of Conformity / No Deviation (To be filled by the Bidder)

To,
The Registrar
Govind Guru Tribal University, Banswara

NIB No: -----

CERTIFICATE

This is to certify that, the specifications of Itmes Which I /We have mentioned in the Technical bid, and which It We shall supply if I / We am/are awarded with the work, are in conformity with the minimum specifications of the Tender/ bidding document and that there are no deviations of any kind from the requirement specifications.

Also, I / We have thoroughly read the tender/ bidding document and by signing this certificate, We hereby submit our token of acceptance to all the tender terms & Conditions without any deviations.

I / We also certify that the price I / We have quoted is inclusive of all the cost factors involved in the end-to-end implementation and execution of the project, to meet the desired Standards set out in the Tender / bidding Document.

Thanking you,

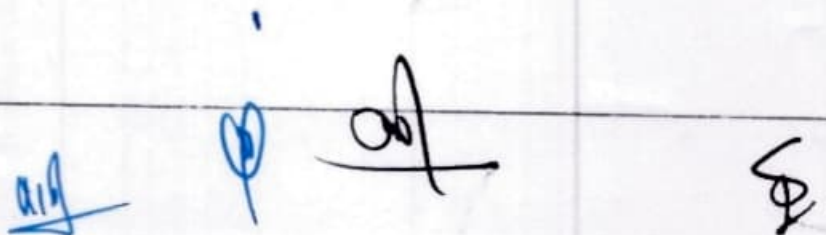
Name of the Bidder :

Authorised Signatory :

Seal of the Organization

Place :

Date :



—: निविदाताओं द्वारा घोषणा :—

मैं/हम घोषणा करता हूँ/करते हैं कि मैंने/हमने जिन मालों/ स्टोर्स/ उपकरण के लिए निविदा दी है, उनका / उनके / मैं / हम, बोनाफाइड विनिर्माता/ थोक विक्रेता/ सोल वितरक / प्राधिकृत डीलर / डीलर / सोल सैलिंग / विपणन एजेंट हूँ / हैं।

यदि यह घोषणा असत्य पायी जाए तो किसी भी अन्य कार्यवाई जो की जा सकती है, पर प्रतिकूल प्रभाव डाले बिना, मेरी / हमारी प्रतिभूति को पूर्ण रूप में जप्त कर लिया जाएगा तथा निविदा को, जिस सीमा तक उसे स्वीकार किया गया है, रद्द कर दिया जाएगा।

निविदादाता के हस्ताक्षर
मय फर्म की मुहर



1. बिडिंग प्रक्रिया **(Two-Bid System)**

- लिफाफा नं. 1 (तकनीकी बोली - **Technical Bid**): इस लिफाफे के ऊपर स्पष्ट अक्षरों में "CA फर्म की नियुक्ति हेतु तकनीकी बोली (**Technical Bid**)" लिखा होना चाहिए। इसमें फर्म के प्रोफाइल, अनुभव और योग्यता से जुड़े सभी दस्तावेज होंगे।
- लिफाफा नं. 2 (वित्तीय बोली - **Financial Bid**): इस लिफाफे के ऊपर स्पष्ट अक्षरों में "CA फर्म की नियुक्ति हेतु वित्तीय बोली (**Financial Bid**)" लिखा होना चाहिए। इसमें फर्म द्वारा ली जाने वाली फीस/कोटेशन का विवरण होगा।
- मुख्य लिफाफा (**Outer Envelope**): उपर्युक्त दोनों लिफाफों को एक तीसरे बड़े लिफाफे में सील करके बंद किया जाएगा, जिस पर "CA फर्म की नियुक्ति हेतु रुचि की अभिव्यक्ति (**EOI**)" लिखा होना चाहिए।
- फर्म के पास वैध **PAN** कार्ड और **GST** रजिस्ट्रेशन (यदि लागू हो) होना चाहिए।

2. वित्तीय बोली की शर्तें **(Financial Bid Conditions - लिफाफा 2 के लिए)**

- वित्तीय बोली में सभी प्रकार के टैक्स और अन्य खर्चे शामिल होने चाहिए जिसमें यह भी स्पष्ट है कि ऑडिट विश्विद्यालय परिसर में ही की जाएगी और ऑडिट के लिए प्रदत्त सामग्री, फाइल अथवा अन्य सामग्री को यदि संवेदक या उनके साथी द्वारा कोई नुकसान पहुंचाया जाता है तो समस्त जिम्मेदारी संवेदक की होगी जिसे उपापन संस्था द्वारा निर्धारित भरपाई बिना किसी शर्त के करनी होगी।
- फीस स्पष्ट अंकों और शब्दों में लिखी होनी चाहिए। यदि अंकों और शब्दों में कोई अंतर पाया जाता है, तो शब्दों में लिखी राशि को ही अंतिम माना जाएगा।
- वित्तीय बोली पर फर्म के अधिकृत पार्टनर के हस्ताक्षर और मोहर होना अनिवार्य है।

3. मूल्यांकन और चयन प्रक्रिया **(Evaluation & Selection)**

- सबसे पहले लिफाफा नं. 1 (**Technical Bid**) को खोला जाएगा और फर्म की योग्यता की जांच की जाएगी।
- जो फर्म तकनीकी मानदंडों (**Technical Criteria**) को पूरी तरह संतुष्ट करेंगी, केवल उन्हीं फर्मों का लिफाफा नं. 2 (**Financial Bid**) खोला जाएगा।
- तकनीकी रूप से योग्य फर्मों में से जिसकी वित्तीय बोली (**Financial Bid**) सबसे कम (**L-1**) होगी, उसे कार्य आवंटित किया जा सकता है।

4. सामान्य शर्तें **(General Terms)**

- अपूर्ण, बिना सील किए गए या देरी से प्राप्त होने वाले आवेदनों को बिना कोई कारण बताए सीधे खारिज कर दिया जाएगा।
- संस्थान के पास बिना कोई कारण बताए किसी भी या सभी आवेदनों को स्वीकार या अस्वीकार करने का पूर्ण अधिकार सुरक्षित रहेगा।

5. यदि उक्त निविदा की शर्तों में कोई विरोधाभास होता है तो राजस्थान लोक उपापन में पारदर्शिता अधिनियम 2012 एवं नियम 2013 प्रभावी माने जाएंगे ।

6. उक्त निविदा में सफल बोलीदाता को आरटीपीपी अधिनियम 2012 एवं नियम 2013 के अनुसार ₹500 के स्टॉप पर असर 17 फॉर्मेट में एग्रीमेंट करना अनिवार्य होगा अन्यथा यह निवेदन निरस्त मानी जाएगी ।

7. यदि L1 बोलीदाता कि दरें व्यावहारिक रूप / बाजार कीमत से अधिक प्रतीत होती है तो उपापन संस्था के पास यह अधिकार सुरक्षित है कि वहां बोली दाता से नेगोशिएशन कर बाजार की कीमत अथवा उपयुक्त एवं तार्किक दरों पर उक्त कार्य का दर अनुमोदन कर सकेगी साथ ही परस्पर सहमति उपरांत उक्त निविदा की वित्तीय सीमा अथवा अवधि बढ़ाई जा सकेगी ।



ANNEXURE - III: FINANCIAL BID FORMAT (BOQ)

To be filled in 2nd envelope

Name of bidder with full address and contact no.-

S.No.	Description of Service	Fee (In Figures) per month fee	I Fee (In Words)
1.	Lump-sum Annual Professional Fee for conducting Statuary Audit and ensuring all statutory tax compliances (Income Tax, GST, and Quarterly TDS Returns) and tax consultancy for Govind Guru Tribal University, Banswara.	Rs.	Rs

Note: GST will be not be paid extra . Evaluation of L-1 will be based on the ^{Monthly} ~~Total Annual~~ Fee (Inclusive of GST).

signature with seal of bidder

6/8

1/2

1/2

Annexure A: Compliance with the code of Integrity and No Conflict of Interest.

Any person participating in a procurement process shall-

- (a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process.
- (b) Not misrepresent or omit that misleads or attempts to obtain a financial or other benefit or avoid and an obligation.
- (c) Not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the Transparency, fairness and progress of the procurement process;
- (d) Not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) Not indulge in any correction including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) Not obstruct any investigation or audit of a procurement process;
- (g) Disclose conflict of interest, if any; and
- (h) Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest.

A conflict of Interest is considered to be a situation in which a party has interest that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- (i) A Bidder may be considered to be in Conflict of interest with one or more parties in a bidding process if, including but not limited to;
 - a. Have controlling partners/shareholders in common; or
 - b. Receive or have received any direct or indirect subsidy from any of them; or
 - c. Have the same legal representative for purpose of the Bid; or
 - d. Have the relationship with each other, directly or through common third parties, that puts them in a position to have access have to information about or influence on the bid of another Bidder; or influence the decision of the procuring Entity regarding the bidding process; or
 - e. The bidder participates in more than one bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
 - f. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specification of the Goods, Works or Service that are the subject of the Bid; or
 - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the procuring Entity as engineer-in-charge / consultant for the contract.

Date:

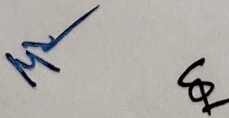
Place:

Signature of bidder

Name:

Designation:

Address:



Annexure B: Declarationg by the Bidder regarding Qualifications

Declaration by the Bidder

In relation to my/ our Bid submitted tofor procurement ofin
response to their Notice Inviting Bids NodatedI/We hereby declare
Under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/We possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/We have fulfilled May/our obligation to pay such of the taxes payable to the union and the State Government or any local authority s specification in the Bidding Document;
3. I/We have are not insolvent in receivership, bankrupt or being wound up, not have my, our affairs administrate by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceeding for any of the foregoing reasons;
4. I/We do not have, and our directors and officers not have, been convicted of any criminal offence related to my /our professional conducted or the making of false statement or misrepresentations as to my/our qualification to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceeding;
5. I/We do not have a conflict of interest as specification in the Act, Rules and the bidding Document, which material affects fair competition;

Date:

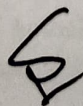
Place:

Signature of bidder

Name:

Designation:

Address:



Annexure C: Grievance Redressal during Procurement Process

If any bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the act or the rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Providing that after the declaration of a Bidder as successful the appeal may be filled only by a Bidder who has participated in procurement proceeding:

Providing further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filled only by a Bidder whose Technical Bid is found to be acceptable.

- (1) The officer to whom an appeal is filed under Para (1) shall deal with the appeal s expeditiously as possible and shall endeavor to dispose it of within thirty days from the date of the appeal.
- (2) If the officer designated under Para (1) fails to dispose of the appeal filed within the period specified in Para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidder Document in this behalf within fifteen days from the expiry of the period specified in Para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

(3) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matter, namely:-

- (a) Determination of need of procurement;
- (b) Provisions limiting participation of Bidders in the Bid process;
- (c) The decision of whether or not to enter into negotiations;
- (d) Cancellation of a procurement process;
- (e) Applicability of the provisions of confidentiality.

(4) Form of Appeal

- (a) An appeal under Para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be present to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

(5) Fee for Filling Appeal

- (a) Fee for first appeal shall be two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(6) Procedure for disposal of appeal

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be upon filing of appeal , shall issued notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.

- (b) On the date of fix hearing, the First Appellate Authority or Second Appellate Authority, as the case may be shall,-
- (i) Hear all parties to appeal present before him; and
 - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

Date:

Place:

Signature of bidder

Name:

Designation:

SI

14/5

Annexure D: Additional Conditions of Contract

1. Correction of arithmetical errors

Provided that a Financial Bid is substantially responsive, that Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii If there is a error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case in the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Deceleration shall be executed.

2. Procuring Entity's Right to vary Quantities.

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit price or other terms & conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fail to do so, the Procurement Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

3. Dividing quantities among one than more Bidder at the time of award (In case of procurement of Goods)

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

Date:

Place:

Signature of bidder

Name:

Designation:

Address:

64
1/12