



Indian Institute of Management Udaipur  
भारतीय प्रबंधन संस्थान उदयपुर

**INDIAN INSTITUTE OF MANAGEMENT UDAIPUR**  
(An Autonomous Institute under the Ministry of Education, Govt. of India)

## **E-TENDER DOCUMENT**

**FOR**

**ENGAGEMENT OF CHARTERED ACCOUNTANT  
FIRM/LLP FOR TAX CONSULTANCY SERVICES AT  
IIM UDAIPUR**



IIMU/Tender/Accts/2023/02

Dated: 18/08/2023

**Last date for submission of Tender: 11 September 2023**

**Date of Opening of Technical Bid: 11 September 2023**

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Indian Institute of Management Udaipur  
Balicha, Udaipur-313001, Rajasthan  
Website: [www.iimu.ac.in](http://www.iimu.ac.in)



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## **NOTICE INVITING TENDER (NIT) FOR TAX CONSULTANCY SERVICES AT IIM UDAIPUR**

Indian Institute of Management Udaipur (hereinafter referred to as "IIMU" or "IIM Udaipur") is an Autonomous Institute under the Ministry of Education, Government of India. IIM Udaipur is recognized as a premier management institution in the country.

IIMU invites E-tender (online Tender) from reputed and experienced Partnership firm/LLP of Chartered Accountants (hereinafter referred to as "Firm/LLP" or "Bidder" or "Consutant" or "Tenderer") under two bid system Technical Bid (Part-I) & Financial Bid (Part-II) for providing Consultancy Services at IIMU.

The schedule and other details of the Tender are as under:

|  |   |
|--|---|
| <b>Tender Name</b>   | Engagement of Chartered Accountant Firm/LLP for Tax Consultancy Services at IIM Udaipur |
| <b>Tender No.</b>  | IIMU/Tender/Accts/2023/02   |
| <b>Estimated Cost</b>  | Rs. 10,00,000/- (Rupees Ten Lakh only) per annum (excluding GST)                        |
| <b>Published Date</b>  | 18-08-2023 at 1800 hrs  |
| <b>Bid Document download start date</b>                          | 18-08-2023 at 1800 hrs  |
| <b>Bid Document download end date</b>                            | 04-09-2023 at 1800 hrs  |
| <b>Pre-Bid Meeting</b>   | 24-08-2023 at 1600 hrs  |
| <b>Last date &amp; time for receipt of queries through email</b> | 23-08-2023 by 1530 hrs  |
| <b>Last date for receipt of Bid</b>                              | 11-09-2023 1000 hrs   |
| <b>Date of Opening of Technical Bid</b>                          | 11-09-2023 1100 hrs   |
| <b>Date of Opening of Financial Bid</b>                          | Would be indicated later on the CPP portal  |
| <b>Tender Fee (Non-refundable)</b>                               | Rs. 5,000/- (Rupees five Thousand only)   |
| <b>EMD (Earnest Money Deposit)</b>                               | Rs. 10,000/- (Rupees Ten Thousand only)   |
| <b>Security Deposit</b>  | EMD of the successful Bidder will be converted into Security Deposit                    |

This tender document containing eligibility criteria, the scope of work, terms and conditions, specifications, and other documents can be downloaded at/from the Central Public Procurement(CPP) Portal <https://eprocure.gov.in/cppp/> or Indian Institute of Management Udaipur website: [www.iimu.ac.in](http://www.iimu.ac.in).

The tenderer shall sign and stamp each page of this tender document as taken of having read, understood, and complied with the Tender's terms and conditions.

Manual bid/tender will not be accepted under any circumstances. Incomplete bids/documents shall be rejected without giving any reason.



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Tenders will be submitted through online mode under the e-procurement system. **The bidders have to apply online through the E-Procurement portal <https://eprocure.gov.in/cppp/> only.** The original EMD and tender fee is to be submitted in a sealed envelope to be subscribed to this tender name & the name of your firm/LLP and must reach the below Address before the last date & time for receipt of the Bid.

*The Chief of Administration  
IIM Udaipur,  
Balicha, Udaipur-313001,  
Rajasthan*

**Chief of Administration**

## **Consultancy Services at IIM Udaipur**

### ***PART-I: TECHNICAL BID***

#### **Annexure – I**

### **Scope of Work & Other Conditions**

- (1) The scope of work for consultancy services by a CA (Chartered Accountant) firm/LLP typically includes a wide range of compliances related to Direct Tax and Indirect Taxes, including but not limited to the following:
- (a) Prepare and file, within the prescribed timeline, all the applicable returns & forms applicable to IIMU as per the Income Tax Act & rules, including but not limited to Form 10, 10B, 10BD, 15CA, 15CB, 24Q, 26Q, 27Q, 56D, Income tax return, rectifications.
  - (b) Prepare and file within the prescribed timeline all applicable returns & forms applicable to IIMU as per GST Act & rules, including but not limited to monthly GST returns, GSTR-9, and GSTR 9C.
  - (c) Prepare and file within the prescribed timeline all applicable returns & forms applicable to IIMU as per FCRA and BOCW Act, if applicable.
  - (d) Prepare responses to various notices/questions/queries/letters received from the Tax authorities and appear as authorized representatives in assessments, scrutiny cases, or whenever required.
  - (e) To provide certificates for Specific purposes as required by external entities pertaining to Tax matters.
  - (f) Assist in providing replies to auditors for matters related to taxation.
  - (g) Prepare necessary documentation, including the ground of appeal, Filing of appeals, if required, against any adverse tax assessment orders or disputed tax matters against various tax authorities and represent the Institute before the appellate authorities.
  - (h) Assist in registering the Institute in other relevant regulatory bodies, statutes, or authorities, if required.
  - (i) Ensure all tax compliance is met within the prescribed timeline per prevalent tax laws.
  - (j) Provide guidance on maintaining proper books of accounts, record-keeping, and adherence to accounting principles and policies specific to tax-related matters.
  - (k) Provide Expert Advice and guidance on various matters to effectively address any queries or issues raised related to Income Tax Act, GST Act, FCRA and other applicable Direct and Indirect tax laws.
  - (l) Communicate and assist in implementing necessary updates, including new sections/rules/ amendments applicable to the Institute, ensuring timely adaptation and compliance to regulatory changes.



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Note: The above list of compliance checks is inclusive/indicative only.

- (2)** The Consultant shall also be available to participate and present during institute calls or meetings as required.
- (3)** The Consultant shall provide all the documents and working papers to IIMU regularly and on demand in paper and electronic form. Under no circumstances will the Consultant have a lien over any of the documents of IIMU. All such records shall be the sole property of IIMU.



## Annexure – II

### General Terms and Conditions of Contract

**(1) Preparation and submission of Tender:** The Tender should be submitted in two parts, i.e., Technical Bid and Financial Bid. For submission of bids, all interested bidders have to register online on the e-procurement portal. After registration, bidders shall submit their Technical Bid and Financial Bid documents online on <https://eprocure.gov.in/cppp/> duly signed and sealed on each page of the Tender. For details, kindly see the annexure of this Tender: Instructions for Online Bid Submission.

**(2) Bid Evaluation:**

- a) The Bid will be opened online on the CPP portal.
- b) Technical Bid will be opened for only those bidders whose original TENDER FEE and EMD are reached at IIMU before the last date & time for receipt of Bid.
- c) Financial Bid will be opened for only those bidders who qualify in the Technical evaluation.
- d) The successful Bidder will be the tenderer that quotes the lowest rates. The Institute reserves the right to negotiate the rates with the L-1 (Lowest one) Bidder. The decision of the Institute will be final in all respect.
- e) In case the successful Bidder (L1) declines the offer of contract for whatsoever reason(s), his EMD will be forfeited.
- f) In case of first lowest (L1) is more than one, then it would be at the discretion of the Institute to award the contract to any one firm/LLP out of these lowest bidders by giving preference to the firm/LLP that has a maximum turnover in the financial year 2021-22

**(3) Period of Contract:** The contract period will initially be for Three years. The contract may be extended subject to satisfactory performance at the sole discretion of IIMU on an annual basis for a further period of up to two years. In case the performance of the firm/LLP is found to be unsatisfactory as per operational parameters set out in the contract or is not in conformity with the terms & conditions of the Tender, then the contract may be terminated by IIMU even before the scheduled time by giving advance notice of one month to this effect. In the event of premature contract termination for the reasons mentioned above, the Security deposit shall be absolutely forfeited.

**(4) Exit Clause:** Notwithstanding anything contained in any other clause of this Tender, either party can terminate the contract by giving three months' notice.





- (5) Contract Agreement:** The successful Bidder shall be bound to execute an agreement on non-judicial stamp paper of ` 500/- (Rupees Five Hundred only). IIMU reserves the right to amend the terms & conditions of the contract by mutual discussions and such amendments shall be in writing. The amended terms and conditions will form part of the agreement. The Bidder shall bear the entire cost of the stamp paper and agreement.
- (6) Tender Fee:** The tenderer shall deposit a Non-refundable Tender fee of Rs. **5,000/- (Rupees Five Thousand only)** through a Demand Draft drawn in favor of "Indian Institute of Management Udaipur" payable at Udaipur.
- (7) Earnest Money Deposit (EMD):** The tenderer shall deposit Earnest Money of **Rs. 10,000/- (Rupees Ten thousand only)** through a Demand Draft drawn in favor of "Indian Institute of Management Udaipur" payable at Udaipur. The Earnest Money Deposit will be refunded to the tenderers whose offers have not been accepted. The Earnest Money Deposit of the tenderer whose Bid is accepted will be kept as a security deposit for a period up to the validity of the contract plus additional three months.
- (8)** In the event of Bidder backing out before the actual award or execution of the agreement, IIMU will have the right to forfeit the EMD. In case the successful tenderer (L1) declines the offer of contract for whatsoever reason(s), his EMD will be forfeited.
- (9) Sub-Contracting:** The firm/LLP shall not directly or indirectly assign, sub-contract, or sublet the whole or any part of the contract in any manner except with the specific approval of IIMU.
- (10)** There should be no case pending with the police against the Firm/LLP/Partner/Director/employee and it should not be blacklisted by any Govt agency. An undertaking to this effect on the firm/LLP's letterhead should be attached.
- (11) Interpretation:** All the terms and conditions of the contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complementary of every part and shall be read with and into the contract.
- (12) Bid Validity:** The quoted rates must be valid for a period of 90 (ninety) days from the date of closing of the Tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the Bidder quoted the validity shorter than the required period, the same would be treated as unresponsive, and it may be rejected.





**(13)** In case the tenderer withdraws, modifies, or changes his offer during the validity period, the Bid is liable to be rejected, and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions, etc. of their original Tender.

**(14)** In exceptional circumstances, the IIMU may request the Bidder's consent to extend the bid validity period. A bidder shall, however, be at liberty to refuse the request without risking the forfeiture of his earnest money. A bidder agreeing to extend the validity of the Bid will not be allowed to modify his Bid.

**(15)** Anyone or more of the following actions/ commissions/ omissions are liable to cause summary rejection of the Tender:

- Any BID/EMD/Tender fee received late without conclusive proof that it was delivered before the specified closing time.
- Any conditional bid or a bid offering rebate.
- Any bid in which rates have not been quoted in accordance with specified formats/details as specified in the Bid Documents.
- Any effort by a bidder to influence the IIMU in the bid evaluation, bid comparison, or contract award decision

**(16) Authority of the person signing the document:** A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on inquiry, it appears that the person, so signing had no authority to do so, the IIMU may without prejudice to other civil and criminal remedies cancel the contract and hold the Signatory liable for all cost and damages.

**(17) Payment of Bills:** The payment for services under this agreement shall be made on a monthly basis on satisfactory completion of services as per the scope and approval of the report by the IIMU. The mode of payment may be through crossed cheque, drawn in favor of the firm/LLP payable at Udaipur or NEFT/RTGS/IMPS (online transfer). The final payment shall, however, be made only after adjusting all the dues/claims of the IIMU. Tax will be deducted (TDS) at the current prevailing rate as applicable.

**(18) ARBITRATION:**

Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement, or matter whatsoever shall, before/after completion or abandonment of work or during the extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a Sole Arbitrator to be appointed by IIMU.

If the Arbitrator to whom the matter is referred initially dies or refuses to act or resigns/withdraws for any reason from the position of arbitration, it shall be lawful for the IIMU to appoint another person to act as Arbitrator in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which his predecessor left it if both the parties consent to this effect, failing which the Arbitrator shall be entitled to proceed de novo.

It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to the Arbitrator at the time of invocation of arbitration under this clause. It is also the term of the contract that the parties themselves shall bear the cost of arbitration.



The venue of arbitration shall invariably be at Udaipur.

Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof or rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

**(19) FORCE MAJURE:**

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restrictions or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party within seven days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the IIMU as to whether the operation has been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract.

**(20) PENALTY**

Penalty for complaint, non-adherence to terms & conditions specified in the tender document, indiscipline & unsatisfactory operation of the services and the incidence given in the various clauses of this document for the purpose may be levied up to Rs. 10,000/- on each occasion as per IIMU discretion which will be deducted/adjusted in subsequent monthly bill/security deposit.

**(21)** IIMU reserves the right to reject the Tender in whole or part without assigning any reasons thereof.

**(22)** IIMU reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if necessary to benefit IIMU.

**(23)** All exhibits/certificates/statements/supporting documents should be indexed and serially numbered.

**(24)** The decision of the Director of IIMU will be final in all respect and will be acceptable to all the tenderers.

**(25) Jurisdiction:** All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Udaipur only.



*Annexure – III*

**Firm/LLP Details**

**I Details of Tenderer/Bidder**

| <b>Sl No.</b> | <b>Particulars</b>  | <b>Details</b> |
|---------------|---|----------------|
| 1             | Name of Tendering Firm/LLP  |                |
| 2             | Name of the Owner/ Partner and ICAI membership number   |                |
| 3             | Full Address of registered office with pin code, Telephone Number   |                |
| 4             | Email ID of the firm/LLP  |                |
| 5             | Website of the firm/LLP, if any   |                |
| 6             | Telephone No. (Office) of top two officials with names, designation and Email ID                                  |                |
| 7             | Name and designation of the authorized person with telephone/mobile number. (authorization letter to be enclosed) |                |



## II Registration & Other Statutory requirement details:

The firm/LLP should possess the following statutory requirements:

| SL. No. | Particulars  | Number / Other Details | Page No. of Supporting Documents Enclosed |
|---------|--|------------------------|---|
| 1       | Registration as a Partnership firm/LLP (please specify)  |                        |   |
| 2       | Registration number of the firm/LLP of Chartered Accountants and date of registration along with the copy of the registration certificate. (self-attested) |                        |   |
| 3       | Total number of Partners in the firm, their names, date of admission as partners, and membership number with ICAI.   |                        |   |
| 4       | Permanent Account Number (attach self-attested copy)   |                        |   |
| 5       | GST Registration No. (attach self-attested copy)   |                        |   |
| 6       | Any other registration which is mandatory for such firm/LLP stipulated by the concerned public Authorities (if any) (attach self-attested copy)            |                        |   |

Certified that all above information is correct to the best of my/our information, knowledge, and belief. All the attached relevant documents are duly signed, sealed, and serially numbered.

Place :

Date :

**(Signature of the Bidder with seal)**



**Eligibility Criteria**

**Only firms/LLPs meeting the following minimum criteria will be considered for opening the financial Bids. Supporting documents/annexures should be attached with this and must be serially numbered. An Index must be made to facilitate quick reference to the relevant page number.**

(1) The firm/LLP must be registered with The Institute of Chartered Accountants of India, and such firm/LLP must have existed for a minimum period of **Seven years or more** on the last date of submission of the Tender.

Proper documents/certificates issued from appropriate authorities must be enclosed to support this, along with the format given below.

| SL No | Registration Certificate Number issued by ICAI | Registration Validity From (DD/MM/YYYY) | Registration Validity To (DD/MM/YYYY) | *Total period of registration (Years, Months, days) | Page No. of Copy of the registration certificate issued by ICAI attached |
|-------|--|---|---------------------------------------|---|--|
|       |  |   |                                       |   |  |

\*Must not be less than Seven years

(2) The firm/LLP must have a minimum 10(ten) fellow Chartered Accountant Partners as of the last date of submission of the Bid. These partners must have completed a minimum of one year of association with the firm/LLP in the capacity of partner.

Appropriate documents/certificates issued from appropriate authorities should be enclosed to support this, along with the format given below.

| Sl. No | #Name of the Partner | Date of CA qualification | Date of Joining the firm/LLP as an active partner after CA qualification | Partner's Membership number of ICAI | The total period of association of CA as a partner with the firm/LLP as of the last date of submission of the Bid (Years, Months, Days) | Page No. of Copy of the documentary evidence attached |
|--------|----------------------|--------------------------|--|-------------------------------------|---|---|
| 1      |                      |                          |  |                                     |   |   |
| 2      |                      |                          |  |                                     |   |   |
| 3      |                      |                          |  |                                     |   |   |
| 4      |                      |                          |  |                                     |   |   |
| 5      |                      |                          |  |                                     |   |   |
| 6      |                      |                          |  |                                     |   |   |
| 7      |                      |                          |  |                                     |   |   |
| 8      |                      |                          |  |                                     |   |   |
| 9      |                      |                          |  |                                     |   |   |
| 10     |                      |                          |  |                                     |   |   |

# Must not be less than ten partners



- (3) The firm/LLP must have a minimum 25 employees (excluding article staff or trainees) working on the payroll of the firm/LLP. Out of them, 15(fifteen) employees must be qualified Chartered Accountants as on the last date of the submission of the Bid.

Appropriate documents/certificates issued from appropriate authorities should be enclosed to support this, along with the format given below.

| SL No | Name of the employee on the payroll of the firm/LLP | Qualification of the employee (minimum 15 employees must be CA as on the last date of the submission of the Bid) | Membership number of employees who are qualified Chartered Accountants (issued by ICAI) | Page No. of Copy of the documentary evidence attached |
|-------|---|--|---|---|
| 1     |   |  |   |   |
| 2     |   |  |   |   |
| 3     |   |  |   |   |
| 4     |   |  |   |   |
| 5     |   |  |   |   |
| 6     |   |  |   |   |
| 7     |   |  |   |   |
| 8     |   |  |   |   |
| 9     |   |  |   |   |
| 10    |   |  |   |   |
| 11    |   |  |   |   |
| 12    |   |  |   |   |
| 13    |   |  |   |   |
| 14    |   |  |   |   |
| 15    |   |  |   |   |
| 16    |   |  |   |   |
| 17    |   |  |   |   |
| 18    |   |  |   |   |
| 19    |   |  |   |   |
| 20    |   |  |   |   |
| 21    |   |  |   |   |
| 22    |   |  |   |   |
| 23    |   |  |   |   |
| 24    |   |  |   |   |
| 25    |   |  |   |   |

- (4) The firm/LLP shall submit the original EMD and tender fee in a sealed envelope superscribing this tender name & the name of the firm/LLP and must reach IIMU before the last date & time for receipt of the Bid. A photocopy of the same EMD and tender fee should be enclosed to support this, along with the format given below.



| S No. | Type of Fee                 | Details   |
|-------|-----------------------------|---|
| 1     | Tender Fee                  | DD No. _____ of Rs. <b>5000/- (Rupees Five Thousand only)</b><br>of Dated _____ drawn on<br>Bank _____<br>Branch _____  |
| 2     | Earnest Money Deposit (EMD) | DD No. _____ of Rs. <b>10,000/- (Rupees Ten thousand only)</b> of<br>Dated _____ drawn on<br>Bank _____<br>Branch _____ |

DD will be made in favor of the "Indian Institute of Management Udaipur," payable at Udaipur.

(5) The Firm/LLP must have minimum Five years of experience as on 31<sup>st</sup> March 2023 in dealing with the Direct Tax and Indirect Tax matters for Central or State Autonomous Bodies/PSUs with annual Revenue exceeding ₹ 30 Crores in each of the five years.

Appropriate documents/certificates issued from appropriate authorities should be enclosed to support this, along with the format given below.

| Financial Year | Name of Organisation where services were provided | Whether Central Autonomous or State Autonomous or PSU | Revenue of the organization (must be more than ₹ 30 crores) | Nature of Service provided related to Direct tax | Nature of Service provided related to Indirect tax | Page No. of Copy of the documentary evidence attached |
|----------------|---|---|---|--|--|---|
| 2018-19        |   |   |   |  |  |   |
| 2019-20        |   |   |   |  |  |   |
| 2020-21        |   |   |   |  |  |   |
| 2021-22        |   |   |   |  |  |   |
| 2022-23        |   |   |   |  |  |   |

(6) The firm/LLP must have a valid Indian Permanent Account (PAN) No. as per the details given below: -

| Sl No | Name | PAN No. | Copy attached | Remarks |
|-------|------|---------|---------------|---------|
|       |      |         |               |         |

(7) The Firm/LLP must have minimum five years of experience as on 31<sup>st</sup> March 2023 in dealing with the Direct Tax and Indirect Tax matters with an educational Central or State Autonomous institution.

Appropriate documents/certificates issued from appropriate authorities should be enclosed to support this, along with the format given below.





| Financial Year | Name of Educational autonomous institution where services were provided | Whether Central Autonomous or State Autonomous | Nature of Service provided related to Direct tax | Nature of Service provided related to Indirect tax | Page No. of Copy of the documentary evidence attached |
|----------------|---|--|--|--|---|
| 2018-19        |   |  |  |  |   |
| 2019-20        |   |  |  |  |   |
| 2020-21        |   |  |  |  |   |
| 2021-22        |   |  |  |  |   |
| 2022-23        |   |  |  |  |   |

- (8) The total Turnover during the last three financial years ended on 31.03.2022 must not be less than Rs. 15 crores (Rupees fifteen crores only) in each of the three years.  
Please provide details in the following format:

| Year    | Total Turnover in Rupees (in words) | Total Turnover in Rupees (in figures) | Page No. of Copy of the documentary evidence attached |
|---------|-------------------------------------|---------------------------------------|---|
| 2019-20 |                                     |                                       |   |
| 2020-21 |                                     |                                       |   |
| 2021-22 |                                     |                                       |   |

- (9) The firm/LLP should possess all mandatory statutory requirements mentioned in 'Annexure-III Firm/LLP Details,' including its Sections 'I- Details of the tenderer/bidder' and 'II – Registration & Other Statutory requirement details' in this tender document.
- (10) The firm/LLP must certify that it has never been blacklisted or debarred, or disqualified in the past by any Central/State Government/Public Undertaking/Autonomous Institute/ any International/National agency from taking part in tenders or for corrupt or fraudulent practices nor any criminal case is pending against the firm/LLP or its owner/partners anywhere in India. The Bidder must submit a declaration in the format of 'Annexure VIII.'

No price should be specified in the technical Bid. Including such information will entail rejection of the Bid.

**NOTE:** All third-party certificates should be duly signed and stamped by the bidding firm/LLP.



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Certified that all above information's are correct to the best of my/our information, knowledge, and belief. All the attached relevant documents are duly signed, sealed, and serially numbered.

Place:

Date:

**(Signature of the Bidder with seal)**



## *Annexure – V*

### **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

1. Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the agencies/bidders on the e-Procurement/ e-tender portal is a prerequisite for e-tendering.
2. Bidder should do the enrolment in the e-Procurement site using the "Online Bidder Enrolment" option available on the home page. Portal enrolment is generally free of charge. During enrolment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the firm/LLP/bidder through email id provided.
3. Bidders need to login to the site through their user ID/ password chosen during enrolment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
5. The DSC that is registered only should be used by the Bidder and should ensure safety of the same.
6. Firm/LLP/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise Bid will be rejected.
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
10. Bidder selects the Tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
11. From my tender folder, he selects the Tender to view all the details indicated.
12. It is construed that the Bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the Bid will be rejected.



13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
14. If there are any clarifications, this may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
16. Bidder should submit the Tender Fee/EMD as specified in the Tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the Tender or as indicated in the Tender. Scanned copy of the instrument should be uploaded as part of the offer.
17. While submitting the bids online, the Bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
18. The Bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
19. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted Bid will not be acceptable or liable for rejection.
20. The Bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
21. The Bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the Bid will be rejected.
22. If the price bid format is provided in a spread sheet file like BoQ\_XXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid BOQ template must not be modified/replaced by the Bidder; else the Bid submitted is liable to be rejected for this Tender.
23. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System



Clock). The **TIA will** not be held responsible for any sort of delay or the difficulties faced during the submission of Bid online by the bidders at the eleventh hour.

24. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the Bidder and kept as a record of evidence for online submission of Bid for the particular Tender and will also act as an entry pass to participate in the bid opening date.

25. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.

26. All the data being entered by the bidders would be encrypted using PK! encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by anyone until the time of bid opening.

27. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

28. The confidentiality of the bids is maintained since the secured Socket Layer 128-bit encryption technology is used. Data storage encryption of sensitive fields is done.

29. The Bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.

30. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to send a mail over to [cppp-nic@nic.in](mailto:cppp-nic@nic.in).



**TENDER ACCEPTANCE LETTER  
(To be given on Firm/LLP Letter Head)**

Date:

To,

Director, IIM Udaipur, Balicha, Udaipur, Rajasthan-313001.

**Sub.: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No.:** IIMU/Tender/Accts/2023/02 dated 18-08-2023

**Name of Tender/Work:** Engagement of Chartered Accountant Firm/LLP for Consultancy services at IIM Udaipur

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above-mentioned 'Tender/Work' from the website (s) namely: \_\_\_\_\_ as per your advertisement, given in the above-mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall abide by with the terms/conditions /clauses contained therein.
3. The corrigendum(s) issued from time to time by IIM Udaipur has also been taken into consideration while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality/entirety.
5. In case any provisions of this Tender are found violated, then IIMU shall, without prejudice to any other right or remedy, be at liberty to reject this tender/bid, including the forfeiture of the entire earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)



## *Annexure – VIII*

### **PRE-BID MEETING**

It has been decided to conduct the Pre-Bid Meeting on 24th August 2023 from 4.00 PM to 5.00 PM. Venue details for the pre-bid are as follows:

Indian Institute of Management Udaipur  
Balicha, Udaipur - 313001

This is to inform all the intending bidders to share the following information to [procurement@iimu.ac.in](mailto:procurement@iimu.ac.in) regarding the nomination of authorized representatives of interested firms/LLP to join the pre-bid meeting.

Name of the Organization/Firm/LLP:

Details of the Representative: -

Name:

Designation:

Email Address:

Mobile Number:

A maximum of Two nominated representative per firm/LLP will be allowed to attend the Pre-bid meeting. It is important to note that details of the nomination should reach the email mentioned above by 3.30 PM IST on 23rd August 2023, failing which no further request will be entertained.

Any firm/LLP unable to attend the pre-bid meeting can also share the questions/queries to the above email id on or before 3.30 PM on 23rd August 2023. Any questions/queries received through email after 3.30 PM on 23th August 2023 shall not be entertained.

All questions/queries received by email and shared during the pre-bid meeting will only be answered on the e-procurement portal.





***Annexure-VIII***

**(to be provided on letter head of the Firm/LLP)**

**Declaration regarding Blacklisting**

**To,  
Director,  
IIM Udaipur,  
Balicha, Udaipur 313001**

**Tender Reference No.:** IIMU/Tender/Accts/2023/02 **dated 18-08-2023**

**Name of Tender/Work:** Engagement of Chartered Accountant Firm/LLP for Consultancy services at IIM Udaipur

I hereby certify that our firm/LLP(name) has never been blacklisted or debarred, or disqualified in the past by any Central/State Government/Public Undertaking/Autonomous Institute/ any International/National agency from taking part in tenders or for corrupt or fraudulent practices nor any criminal case is pending against the firm/LLP or its owner/partners anywhere in India.

I also certify that the above information is true and correct in every respect, and in any case, at a later date, it is found that any details provided above are incorrect, any contract given to our firm/LLP (name) may be summarily terminated, and the firm/LLP blacklisted.

Date :

***Firm/LLP Name:***

Place:

**Name of the authorized person:**

**Designation:**

**(Authorized Signatory with seal)**