

Bid Ref. No. Fin.-XI/315/C.A./2018-19/11

Cost: NIL

**UNIVERSITY OF DELHI**  
**DELHI-110007**  
[www.du.ac.in](http://www.du.ac.in)



**Request for Proposal for carrying out accounting work of University of Delhi for the financial year 2018-19**

**e-TENDER DOCUMENT**

**UNIVERSITY OF DELHI**  
**FINANCE-XI**

Room No: 322 3<sup>rd</sup> floor, New Administrative Block, University of Delhi,  
Delhi-110007

Telephone: 011-27001202 and  
Email: [financexiroom322@gmail.com](mailto:financexiroom322@gmail.com)

**E-PROCUREMENT TENDER NOTICE**

**Ref. No. Fin.-XI/315/C.A./2018-19/11**

**Dated: 07/04/2018**

University of Delhi invites tenders under Two Bids System (Technical and Financial) from the reputed C.A. firms registered with institute of Chartered Accountants of India through e-procurement mode for carrying out accounting work of University of Delhi for the financial year 2018-19.

Item	Details/Date
EMD Amount	Rs. 60,000/-
Bid Document Download Starts Date	10.04.2018
Pre-Bid Meeting	16.04.2018
Bid Submission Start Date	10.04.2018
Bid Submission End Date	07.05.2018
Bid Opening Date (Technical)	08.05.2018

Notes:

- I. Details regarding the tender are available on our website [www.du.ac.in](http://www.du.ac.in) and <https://eprocure.gov.in/eprocure/app>. Bidders are therefore, requested to visit our websites regularly to keep themselves updated. Any Addendum/Corrigendum will be displayed on the aforesaid websites only.
- II. **Manual bids shall not be accepted.**
- III. For submission of e-Bids, bidders are required to get themselves registered with <https://eprocure.gov.in/eprocure/app>.
- IV. The EMD should reach the Section Officer, Finance-XI, Room no. 322, 3<sup>rd</sup> Floor, New Administrative Block, University of Delhi, Delhi-110007 before the closing date i.e. 14/03/2018 up to 4.00 P.M. failing which offer will be liable for rejection. Bidder, however have to attach scanned copies of EMD documents along with their e-tender.
- V. Clarification/queries, if any, can be addressed to the Section Officer (Finance-XI) on telephone no. 011-27001202 and e-mail: [financexiroom322@gmail.com](mailto:financexiroom322@gmail.com)

**FINANCE OFFICER**

### INFORMATION & INSTRUCTIONS FOR BIDDERS

Issue of Tender Document	Tender Document may be down-loaded from the University website <a href="http://www.du.ac.in">www.du.ac.in</a> . and CPP portal <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> as per the schedule.
Bid Document Download Start Date	10.04.2018
Pre-Bid Meeting	16.04.2018
Bid Submission Start Date and Time	10.04.2018
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## INTRODUCTION

The University of Delhi is a premier University of the country and is known for its high standards in teaching and research and attracts eminent scholars to its faculty. It was established in 1922 as a unitary, teaching and residential University by an Act of the then Central Legislative Assembly.

The scope of work and terms and conditions for Request for Proposal is as given below:

### 1) **Scope of Work**

#### **(A) Accounting Work:**

- (i) Feeding of all receipts, payments and journal vouchers (approx. 1.30 lakh for both North and South Campus annually) in Tally Software at North Campus as well as South Campus on **daily basis**. There are seven major accounts of the University.
- (ii) Preparation and finalization of Annual Accounts of the University of Delhi for the financial year 2018-2019 on accrual accounting basis comprising the accounts of North Campus, South Campus, Dr. B.R. Ambedkar Centre for Bio-medical Research, Halls & Hostels, Guest Houses and Delhi University Press.  
*Note: - The accounts of Dr. B.R. Ambedkar Centre, Halls & Hostels, Guest Houses and Delhi University Press are though prepared and provided by each of them but need verification/ reconciliation for inclusion in the University's Account.*
- (iii) The firm should finalize the Annual Accounts for the Financial Year 2018-19(in the prescribed format) by 31<sup>st</sup> May, 2019 or within two weeks of receipts of all accounts/records, whichever is earlier. The annual accounts with its statements and annexures duly certified and verified by the CA firm shall be submitted in the form of hard and soft copies. The firm is expected to make best efforts to finalize the accounts as early as possible and to report non-receipt of records/information from any Department/Branch to the Finance Officer.

#### **(B) Taxation Work:**

- a. Complete work relating to filing of GST Returns including preparation of data, reconciliation/correction in filled GST returns, if any.
- b. Filing of Income Tax Return including reconciliation/correction in filled Income Tax return, if any.
- c. Issues/Filing of Income Tax form 15CA/15CB
- d. Opinion/Queries on GST, TDS and Income Tax matters
- e. TDS returns will be filed by the University Staff while C.A. Firm should verify and certify TDS returns and inform the concerned Finance Section if any discrepancy has been found in the TDS returns. (Total numbers of entries for TDS returns in financial year 2016-17 was approx. 23000).

## **2) Eligibility criteria for the Firms**

1. The firm should have a PAN (A copy of PAN card is to be submitted).
2. The firm should have a Goods & Services Tax (GST) Number (A copy of certificate to be submitted).
3. The firm should be registered with the Institute of Chartered Accountants of India (A copy of Registration to be submitted).
4. The CA firm should have at least three full time partners on the date of tender submission. (A copy of list is to be submitted).
5. List of main clients of the firm along with their address and telephone numbers & nature of work done should be submitted.
6. The CA firm should have carried out preparation and finalization of annual accounts of Central Higher Education Institutions/PSU/Autonomous Body/Govt. Body in at least one financial year during the last five completed financial years. The annual turnover of the Central Higher Education Institution /PSU/Autonomous Body/Govt. Body whose accounts were prepared by the CA firm should have been more than Rs. 50 crore or above in that year. A copy of audited balance sheet of that institute should be submitted.
7. The CA firm should have the registered/Head office in Delhi (NCR) only.
8. The Annual turnover/ revenue of the CA firm shall not be less than Rs. 80 Lakhs in each of last three financial years i.e. 2016-17, 2015-16 & 2014-15. Copy of audited Balance Sheet of the firm for the immediate last three years to be submitted.
9. A Certificate should be submitted that the CA firm has not been blacklisted or barred by any of Autonomous Body/PSU/Institute of Higher Education/Govt. Body during last five years. It should also be mentioned that no disciplinary action has been taken against its existing partners in past and no disciplinary enquiry is pending against partners during last five years by the Institute of Chartered Accountants of India.
10. Earnest Money amounting to Rs. 60000/- along with bids through Demand Draft/FDR in favour of the Registrar, University of Delhi, Delhi-110007 is to be submitted to the Section Officer Finance-XI, Room No. 322, 3<sup>rd</sup> Floor, New Administrative Block, North Campus, Delhi-110007 by stipulated date.
11. A tender acceptance letter must be attached along-with the technical bid as per Annexure-III.

## **3) Bid Submission**

- I. "Technical Bid" shall comprise of all documents as per Annexure-I.
- II. "Financial Bid" shall comprise of the price bids of the items included in Annexure-II.
- III. Tender acceptance letter must be signed by the authorized signatory of the bidder with seal as per Annexure-III
- IV. Conditional tenders will not be accepted.
- V. Manual bids shall not be accepted.
- VI. Bids shall be submitted online at CPP portal: <http://eprocure.gov.in/eprocure/app>.
- VII. Bidders are advised to follow the instructions provided in the 'instructions to the bidder for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <http://eprocure.gov.in/eprocure/app>.
- VIII. Bidder who has downloaded the tender from the University website [www.du.ac.in](http://www.du.ac.in) and Central Public Procurement Portal (CPPP) <https://erprocure.gov.in/erprocure/app>, including download financial bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely

rejected and earnest money deposit (hereinafter referred to as EMD) would be forfeited and tenderer is liable to be banned from doing business with Delhi University.

- IX. Intending bidders are advised to visit again University website [www.du.ac.in](http://www.du.ac.in) and CPP Portal <http://eprocure.gov.in/eprocure/app>. on regular basis and at least 3 days prior to closing date of submission of tender for any corrigendum/ addendum/amendment. At any stage.

#### **4) Opening of Financial Bid and Evaluation**

The eligibility of bidders and their technical bids will be evaluated by a committee on the basis of documents submitted by the bidders with the Technical Bid. The financial bids will only be considered of those bidders who qualify the eligibility criteria and other terms and conditions laid down in the tender. The work will be awarded to the lowest bidder (inclusive of all taxes). A firm quoting price bid less than the applicable minimum wage will be disqualified from financial evaluation stage. Such a financial bid will be treated unresponsive and will not be considered.

#### **5) Terms and Conditions of RFP:**

**Technical and Financial bids should be submitted separately.**

**Technical Bid:- The technical bid should be submitted as per Annexure-I attached.**

**Financial Bid: Financial bid should be submitted as per Annexure-II attached.**

**A consolidated Professional fee should be quoted for the job mentioned in scope of work [(A) & (B)]. The fees quoted should be without taxes. Taxes as applicable should be quoted separately.**

***Note: - Financial bids of only those firms will be opened who meet the eligibility criteria and qualify in the technical bids. Further, a consolidated fee should be quoted for the entire job mentioned in scope of work [(A) & (B)].***

#### **6) General Conditions**

- I. The firm shall deploy required manpower to meet the deadlines. However, minimum eight persons fully conversant with latest Tally Software and one Team Leader (who should be a CA) would be required on full time daily basis during office hours and Saturdays/Holidays as and when required for the Work to be performed at North as well as South Campus. They would be expected to work in close coordination with the concerned staff of the respective finance branches. **No Interns/Articles should be deputed by the firm.** All the deputed persons must be commerce graduate (B.Com) and will be required to submit their resumes at the time of joining. Persons deputed by the firm will observe the office decorum. Replacement of any deployed person would only be accepted on prior approval of the University. The wages to be given to the persons deployed in the University shall not be less than basic minimum wages laid down by the Government of NCT of Delhi for the corresponding category of Clerical and Supervisory staffs from time to time. The Vendors must ensure payment of all statutory requirements pertaining to payment of wage and indemnity the University from such obligations.

- II. The work has to be done in the premises of the University at North Campus & South Campus unless otherwise permitted by the University.
- III. The firm shall not assign, transfer or sub-contract all or any of the work to any third party without written permission of the University of Delhi.
- IV. To attend to and assist the Audit being specifically conducted by the Office of the Directorate General of Audit (Central Expenditure), New Delhi in University premises from time to time.
- V. To advise on accounting automation and system oversight as and when required.
- VI. The rates quoted shall remain valid till the completion of the work.
- VII. ***The period of work will be for one financial year 2018-19. However, the University may renew the contract on yearly basis for next two financial years i.e. 2019-20 & 2020-21 subject to satisfactory performance of the firm on same terms & conditions. The rates quoted for financial year 2018-19 should remain valid for the financial year 2019-20 & 2020-21 if the contract is renewed. University also reserves the right to terminate the services of the selected CA Firm by giving one month notice and the payment would be made on pro-rata basis for the period firm has rendered its services.***
- VIII. The earnest money deposit will be forfeited if successful bidder fails to sign the contract within the stipulated time. No interest on the Earnest Money shall be paid by the University of Delhi.
- IX. Successful bidder would be required to submit Performance Security for an amount of 10% of the value of the contract in the form of Bank Guarantee from a Commercial Bank within 45 days from the date of contract. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations.
- X. Payment will be made on quarterly basis after satisfactory completion of the work. Payment for last quarter will be made after approval of Annual Accounts by the competent authority of the University.
- XI. There will be monthly progress meeting between Finance Sections of the University of Delhi and Partner/Partners of the contracting C.A. Firms for work status report of the Annual Accounts and their working.
- XII. The Contracting firm shall provide implementation plan for the contract within seven days of the issue of work award letter.
- XIII. The decision of the University with regard to acceptance or otherwise of the bids will be final and binding.
- XIV. **It is compulsory for all bidders to comply with all the Terms and Conditions of RFP as well as General Conditions mentioned above and a certificate to this effect should necessarily be enclosed with the Technical Bid.**
- XV. In the case of a tie of lowest rate the firm will be selected based on the date of registration i.e. the older firm will be awarded the tender.
- XVI. Upon verification evaluation/ assessment, if in case any information furnished by the firm is found to be false/incorrect their bid shall be summarily rejected and no correspondence on the same shall be entertained.
- XVII. If the selected firm is not able to fulfil its obligations under the contract/work order, which includes non-completion of the work, the University of Delhi reserves the right to get the work accomplished through another Firm. Any costs, damages etc. resulting out of the same shall have to be borne by the selected firm, which can be recovered from his bills and remaining by sending a claim.



- XVIII. The University of Delhi is under no obligation to accept the lowest tender and reserves the right to reject any or all tenders/bids or cancel/ withdraw the invitation for bid at any stage without assigning any reason whatsoever and in such case no bidder/intending bidder shall have any claim arising out of such action.
- XIX. Conditional Bids will be summarily rejected.
- XX. All disputes would be subject to jurisdiction of Delhi.

## **7) Arbitration and Settlement of Disputes**

- I) University and the bidder shall make every effort to resolve any difference or dispute arising between them under or in connection with the University's work order, amicably by direct informal negotiation.
- II) If after thirty (30) days from the commencement of such informal negotiations, University and the bidder have been unable to resolve amicably the dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified hereunder:
- III) Any dispute or differences whatsoever arising between the parties out of or relating to the services, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on the parties. The sole arbitrator shall be appointed by the Vice Chancellor, University of Delhi.
- IV) The performance under this contract shall not be stopped for any reason whatsoever during the said dispute/proceedings, unless the bidder is specifically directed by University to desist from working in this behalf.
- V) The venue of arbitration shall be Delhi. The language of proceedings shall be English. The Law governing the substantive issues between the parties shall be the Laws of India.
- V) It is also a term of contract that if any fees are payable to the arbitrator, these shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date, he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.

## **8) The Instructions for online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, preparing their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

## **A). Registration**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift/ nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/Password and the password of the DSC/ e-Token.

## **B). Searching for Tender Documents**

1. There are various search option built in the CPP Portal, to facilities bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, location, Date Value, etc. there is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘my Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

## **C). Preparation of Bids**

1. Bidder should take into account any corrigendum published on the tender document before submitted their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule any generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid

document may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificate etc.) has been provided to the bidders. Bidders can use "My space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My space" area while submitting a bid, and need not be upload again and again. This will lead to a reduction in the time required for bid submission process.

#### **D). Submission of Bids**

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3 Bidders are required to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be download and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

4. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders; opening of bids etc. the bidders should follow this time during bid submission.

5. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected of 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.

6. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

8. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid, this acknowledgement may be used as an entry pass for any bid opening meetings.

**I). Assistance to Bidders**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24\*7 CPP Portal Helpdesk.

**P.S. – Pre-bid meeting will be scheduled on 16<sup>th</sup> April, 2018 at 11.00 a.m. in the F.O.’s Committee Room, 1<sup>st</sup> Floor, New Administrative Block, DU, for all the prospective bidders or their representatives to seek clarification, if any, on nature of work before submitting the final bids. All the bidders are advised to attend the meeting. However, a confirmation mail may be sent at [financexiroom322@gmail.com](mailto:financexiroom322@gmail.com) for attending the pre-bid meeting. Further, the queries which need to be addressed in the pre-bid meeting may also be mailed at the above e-mail-address before the pre-bid meeting.**

### TECHNICAL BID

1. Name of the Firm
2. Address (with Tel No. Fax No. & e-mail)
3. Contact person Name and mobile number
4. (a) Year of establishment of Firm  
(b) Name & Contact details of all full time Partners
5. (a) Registration number with institute of Chartered Accountants of India \_\_\_\_\_  
(b) GST Number \_\_\_\_\_  
(c) PAN Number \_\_\_\_\_
6. Confirm the Attachment:-

Sr. No.	Document	Whether attached	Page No.
1.	Have you attached work order for carrying out the Accounting work for Central Higher Education/any PSU/Govt. organization at least once in the last five years	Yes/No	
2.	Have you attached list of main clients of the firms along-with their address and telephone numbers and nature of work done in last three years to be provided.	Yes/No	
3.	Whether copy of Goods and Services Tax (GST) and PAN Certificate is attached	Yes/No	
4.	Have you attached registration certification with Institute of Chartered Accountants of India	Yes/No	
5.	Have you attached a tender acceptance letter	Yes/No	
6.	Audited balance Sheet for last three years of CA Firm	Yes/No	
7.	Have you attached the audited balance sheet of the institute whose accounts were prepared by the CA firm	Yes/No	
8.	Have you attached a certificate that the firm has not been blacklisted	Yes/No	
9.	Have you attached proof of submission of EMD of Rs. 60,000/- by Bank demand draft (DD)/FDR.	Yes/No	

I/We hereby certify that the information furnished above are full and correct to the best of our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the company/firm will be black-listed and will not have any dealing with the organization in future.

**Signature of Authorized person  
with seal of firm**

**FINANCIAL BID**

Sr. No.	Description	Consolidated fee for entire scope of work (in Rs.)	Taxes as applicable	Total Amount (inclusive of all taxes)
1	<p><b>(A) Accounting Work:</b>  Feeding of all receipts, payments and journal vouchers (approx. 1.30 lakh for both North and South Campus annually) in Tally Software at North Campus as well as South Campus on <b>daily basis</b>. There are seven major accounts of the University.  Preparation and finalization of Annual Accounts of the University of Delhi for the financial year 2018-2019 on accrual accounting basis comprising the accounts of North Campus, South Campus, Dr. B.R. Ambedkar Centre for Bio-medical Research, Halls &amp; Hostels, Guest Houses and Delhi University Press.  Note: - <i>The accounts of Dr. B.R. Ambedkar Centre, Halls &amp; Hostels, Guest Houses and Delhi University Press are though prepared and provided by each of them but need verification/ reconciliation for inclusion in the University's Account.</i>  The firm should finalize the Annual Accounts for the Financial Year 2018-19(in the prescribed format) by 31<sup>st</sup> May, 2019 or within two weeks of receipts of all accounts/records, whichever is earlier. The annual accounts with its statements and annexures duly certified and verified by the CA firm shall be submitted in the form of hard and soft copies. The firm is expected to make best efforts to finalize the accounts as early as possible and to report non-receipt of records/information from any Department/Branch to the Finance Officer.</p>			
2	<p><b>(B) Taxation Work:</b>  1. Complete work relating to filing of GST Returns including preparation of data, reconciliation/correction in filled GST returns, if any.  2. Filing of Income Tax Return including reconciliation/correction in filled Income Tax return, if any.  3. Issues/Filing of Income Tax form 15CA/15CB  4. Opinion/Queries on GST, TDS and Income Tax matters  5. TDS returns will be filed by the University Staff while C.A. Firm should verify and certify TDS returns and inform the concerned Finance Section if any discrepancy has been found in the TDS returns. (total numbers of entries for TDS returns in financial year 2016-17 was approx. 23000)</p>			
<b>Total</b>				
<b>Total Amount in words</b>				

**Signature of Authorized person  
with seal of firm**

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Condition of Tender,

Tender Reference No: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. I/We have downloaded/obtained the tender documents(s) for the above mentioned 'Tender/Work' from the web site(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 hereby the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time by your department/organization/ too has also been taken into consideration, which submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.

5. I/We do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector Undertaking during last five years and disciplinary action has not been taken against its existing partners in past and no disciplinary enquiry is pending against partners during last five years by the Institute of Chartered Accountants of India.

6. I/We certify that all information furnished by the our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)