

DELHI TRANSPORT DEVELOPMENT CORPORATION LTD.
2nd Floor, Mahrana Pratap ISBT, Kashmere Gate, Delhi-6.
(An Enterprises of Govt. of NCT of Delhi)
Email – dtidccacct@gmail.com

Ph.-

No. F.

Dated:

Delhi Transport Development Corporation Ltd. is an Enterprises of Govt. of N.C.T. of Delhi are invited online quality cum rate tender on behalf of the Managing Director (DTIDC) for financial Book Keeping in Delhi Transport Development Corporation Ltd. For the period (4th QTR of FY 2021-22) & FY 2022-23. It will be extended further on mutual consent at the same rate & terms & conditions. Net worth of DTIDCL is 262 Cr therefore Financial of the DTIDCL prepared as per the provisions of the IND-AS

ELIGIBILITY OF THE FIRMS FOR FINANCIAL BOOK KEEPING

A. Average Turnover : Average Turnover of the firm (for the last 3 Financial year ending March 2020) should be minimum of Rs. 1.00 Crore for which the proof of average annual turnover duly self-attested for the last 3 years, ending 31st march 2020 to be submitted.

B. Experience with past performance: At least 5 year experience of for maintaining of Books of Accounts in Public sector undertaking

C.Partners: Firms should have at least 10 (Ten) partners, out of which at least 2 should be FCA Partners with the firm and all the partners associate with firm for a minimum period of One year as on date of opening of the tender.

D. Empanelled: Chartered Accountants/Firms of Delhi/New Delhi should be empanelled in CAG – 2019-20.

E. Additional Qualification: Preferably Chartered Accountant/Partner has done advanced Courses i.e. IND AS and Partners associate with firm for a minimum period of One year as on date of opening of the tender.

E. Expert and specialization: Firm should have experience at least one of the following

1) IND AS Implementation advisory experience in any PSU or Private sector company having Networth of Rs 250 Crores and above

Or

Accounting services to PSU including finalisation of IND AS complaint Accounts.

Scope of work :

- a. Accounting of all payments and receipts, liabilities and assets using standard accounting package such as Tally/ERP for Accounting and MIS purposes
- b. Maintenance of records of all accounting vouchers and supporting bills/vouchers.
- c. Preparation of the Company's financial statements at the end of each interim period i.e. end of each quarter, half yearly as well as at the end of Financial Year, and other periodical Accounts and Balance sheets, if required.
- d. Preparation of Monthly, Quarterly Fixed Assets Register for Calculation of Depreciation as per Company's Act. 2013, Income Tax Act, 1961 and as per Company Policy.
- e. Guidance on formation of Accounting Policies of the Company required for compliance of the requirements of the Companies Act, 2013 and other statutes.
- f. Preparation of Bank Reconciliations of all banks on monthly/weekly/daily basis as may be required by DTIDCL and coordination for clearing of un reconciled items.
- g. Preparation of the Interest Calculation Sheet of All the Fixed Deposit of the DTIDCL
- h. Complete Co-ordination with Internal Auditors, Statutory Auditors, Tax Auditors, GST Auditors, and Auditors from C&AG etc and providing all relevant information and Preparation of replies.
- i. Development and continuous upgrading of a suitable MIS for management reporting.
- j. Preparation of the daily, weekly, monthly, quarterly and annual MIS reports as per the requirement of the organization and their submission to the management.
- k. Preparation of various details as and when required by management.
- l. Checking of relevant information in Annual Reports
- m. No dues status of employees and other parties dealing with DTIDCL as per books of accounts.
- n. Ageing schedule of debtors, creditors, assets, liabilities etc
- o. Preparation of MIS since inception of Company and various reconciliation as required by the auditor or DTIDCL officer.
- p. As and when required, assistance will be provided by submitting and explaining various accounts, audit, taxation and other related matters by attending BOD meeting, Audit Committee and other meetings. (If required by DTIDCL)
- q. Maintenance of files of relevant Circulars related to Accounts/Taxation
- r. Preparation of Draft Board/Audit Committee agendas for Accounts/Tax

- related work.
- s. Providing Net worth Certificate as and when required by Higher Authority
 - t. All accounting entries passed in system will have to be reviewed and signed by a Chartered Accountant, other than officer who posted it.
 - u. Review of vouchers by Team Leader of vouchers above a threshold limit as decided by DTIDCL.
 - v. Complete details in MS Excel/Register of vouchers kept in storage with book number. Format to be decided by DTIDCL.
 - w. Reply of information required under RTI pertaining to Accounts/Tax matters .Formats of various MIS shall be as provided by DTIDCL and amended from time to time.
 - w. Printing of TALLY Vouchers and arranging all vouchers as per records and reviewing all supporting documents
 - x. Coordination with banks for payments/transactions if required by DTIDCL.
 - y. In house instructions on Accounts and Tax Issues and preparation of Draft Instructions/guidance note/circulars related to Accounting/Taxation matters
 - z. Any other related service assigned by DTIDCL from time to time.

Functions related to Taxation :

Income Tax

- (a) Preparation of Income Tax Computation for calculation of Advance Tax on time to time and depositing quarterly advance tax with appropriate authority as well as annual tax as required to be paid under the provisions of the Income Tax Act, 1961 on the basis of books of accounts and further information furnished.
- (b) Advising the company for tax deduction at source (TDS) or tax collection at source (TCS) as applicable to the Company. Computation/calculation of monthly TDS/TCS amount and depositing with appropriate authority for salary and non-salary payments\provisions as required under the Income Tax Act, 1961.
- (c) Preparation of quarterly and annual TDS/TCS return for Salary and non- salary portions and submission of the same to the Income Tax Department under the provisions of the Income Tax Act, 1961 after approval of concern officer of DTIDCL.
- (d) Filling of Revision's in the quarterly and annual TDS/TCS return for salary and non-salary portions either related to the same financial year or any of the previous financial years and submission of the same to the Income Tax Department under the provisions of the Income Tax Act, 1961.
- (e) Liaising with Income Tax department in respect of any taxation issues (i.e. Scrutiny, Assessment related to any of the Assessment Year, advance tax, TDS, TCS, notices, penalty, demands, refunds hearing etc.)
- (f) Opinion/Advise/Draft Reply/Note on each of the Taxation Issues as required, to be submitted on Letter Head of the Firm

- duly signed by Partner/Authorized Representative.
- (g) Maintenance of soft copy of all quarterly/annual returns and revision thereof on regular basis.
 - (h) Preparation of Statements/Reconciliations/Formats as requisite by Tax Auditor. Liaising with Tax Auditor for completion of Tax Audit and filing of Income Tax Return with Tax Audit Report to the Income Tax Department as per Income Tax Act, 1961.
 - (i) In case of Tax Scrutiny, preparation of details as required by the Tax Authorities.
 - (j) Advisory function to be discharged by the Firm shall be only in respect of routine matters of Income Tax and filing of returns. The Expert advice on the complex issues in Income Tax Act shall be referred to the Experts on the subject on the written request of the Firm and further approval of the Corporate Accounts and Taxation department of DTIDCL.
 - (k) Summarized report of various assessments and updated at monthly intervals
 - (l) Resolved all the issue related to the TDS matters and demand show on the TRACES

GST Law

- (m) Preparation and filing of the various return of the GSTR as applicable to the company
- (n) Preparation of the GST Invoices on the GST Portal
- (o) Updating the DTIDCL officers with the latest and amended provision of the GSTR as applicable to the company
- (p) Preparation of the MIS of GST INPUT for matching with books and GSTR Portal.
- (q) Ensure for timely submission of all the return and preparation of the detail for deposition of the GST
- (r) Liaising with GST department in respect of any taxation issues (i.e. Scrutiny, Assessment related to any of the Assessment Year, notices, penalty, demands, refunds hearing etc.)
- (s) Opinion/Advise/Draft Reply/Note on each of the Taxation Issues as required, to be submitted on Letter Head of the Firm duly signed by Partner/Authorized Representative.
- (t) Maintenance of soft copy of all quarterly/annual returns and revision thereof on regular basis.
- (u) Preparation of Statements/Reconciliations/Formats as requisite by Tax Auditor. Liaising with Tax Auditor for completion of Tax Audit and filing of Income Tax Return with Tax Audit Report to the Income Tax Department as per Income Tax Act, 1961.
- (v) In case of Tax Scrutiny, preparation of details as required by the Tax Authorities.

Advisory function to be discharged by the Firm shall be only in respect of routine matters of Direct and Indirect Tax. The Expert advice on the complex issues in Direct Tax and Indirect Tax shall be referred to the Experts on the subject on the written request of the Firm and further approval of the Corporate Accounts and Taxation department of DTIDCL.

Generation of MIS Reports :

It may please be noted that periodicity of MIS is indicative and can be changed by DTIDCL as per its requirement for efficient discharge of office work. Also besides soft copy, Firm will have to maintain MIS in various Registers in hard copy, if required by DTIDCL

I. A MONTHLY BASIS:

1. Maintenance and Updating of stale cheque ledger/register;
2. Preparation of Bank reconciliation of all the bank and Interest calculation o the Fixed deposited
3. Maintenance and Updating of TA/DA advance ledger/register;
4. Maintenance and Updating of Medical advance ledger/register;
5. Maintenance and Updating of LTC advance ledger/register;
6. Maintenance and Updating of Advance for Expenses ledger/register;
7. Maintenance and Updating of Earnest money Deposit ledger/register;
8. Maintenance and Updating Security deposit (against Project work) ledger/register;
9. Ageing analysis of all advances, deposits, provisions and other important items.
10. Monthly MIS shall contain movement sheet of important items.
11. Monthly review report of Trial Balance of each project office and Complete DTIDCL as a whole.
12. Any other related statement as per DTIDCL's requirement.

YEARLY BASIS:

1. Preparation of Annual Financial statement as per Companies Act 2013. Companies Net worth is exceeds 250 crore therefore Financial statement to be as per the provision of IND-AS
2. Preparation of Fixed Asset Register and verification of the same with physical available assets in the DTIDCL.
3. Co-ordinate with internal auditor for timely completion of the Internal audit and prepare reply of the Internal audit report
4. Co-ordinate with Statutory auditor for timely completion of the Audit and prepare reply of the Statutory audit report
5. Co-ordinate with C&AG auditor for timely completion of the Audit and prepare reply of Half Margin
6. Co-ordinate with the Tax Auditor and ensure timely filing of Tax audit
7. Co-ordinate with GST Auditor for GST Audit
8. Any other matter as may be assigned by the management of the company with respect to the financial accounting, book keeping and reporting there of .

Manpower Deployment:

Firm / Consultant should deploy a team suitable for undertaking the assignment, after a thorough perusal of the requirements of the appointment letter, terms & conditions contained therein, ensuring that the size of the team is commensurate with the size of the Company and the volume of work involved. The requirement of manpower to carry out tasks mentioned in this scope of work shall be assessed by the Firm / Consultant. The basic **minimum staff requirement** for the work shall be as under:

- a) **One Active** Partner to visit once in a week for review and discussions and as and when required.
- b) **One** Qualified Chartered Accountant (Team Leader) having minimum 5 years post qualification experience in Accounting, Auditing and Taxation fields
- c) Two Accounts Assistants CA inter and having minimum 2 years' post qualification accounting experience **and** having passed certified course of 'Tally Guru' or 'GST using Tally.ERP - 9 from Tally Education Pvt. Ltd and
- d) One support staff for record keeping and keeping

Vouchers/registers/details etc. in safe custody and for providing the vouchers to the staff (DTIDCL as well as firm/ consultant)\ Auditors

Some other Important conditions:

- 1) Proficiency in TALLY Software (particularly GST entries) as well as knowledge of Advance Excel, MS Word and Power PPT is pre-requisite for all manpower above.
- 2) Extra manpower deployed by firm should be capable to handle the desired work.
- 3) For not timely completion of the work there will be penalty amounting Rs 20,000/- or as deemed fit by higher authority of DTIDCL can be levied on the bill
- 4) If any interest or penalty levied due to late submission of the any tax payment/ returnswill be revocable from the appointed firm for aforesaid work.
- 5) The Firm/ Consultant shall maintain attendance record of the staff deployed above and submit the same to the designated representative of DTIDCL for verification on daily basis or such other basis as may be permitted by DTIDCL.
- 6) It is the Firms responsibility to ensure that manpower deployed are as per Contracts condition and same are to be given and certified on Firms letter head. DTIDCL reserves the right to see

professional resumes of manpower deployed.

- 7) Staff deputed by the CA Firm will attend office normal office time (9.30am to 6pm). Monday to Friday. In case of any pendency or any urgent work and for completion of that it is required to remain officer beyond the working hours, permission of concerned in charge of Accounts Section will be obtain in advance. Any Tally Data / Files of the DTIDCL are not allowed to take away from premises of the organization.
- 8) All the detail as mentioned above shall be provided with in the time frame as directed by the DTIDCL officer.
- 9) If the DTIDCL finds that any of the Personnel has committed misconduct. The Firm/Consultant shall provide a replacement.

Payment Terms:

Bill for the payment will be accepted basis only when one the work of the previous month is complete and it will be supposed to be completed on timely submission of all the MIS reports for the last month and successful handing over of the records. Details\data to the DTIDCL officer or to any other person/Accounting/Audit firm as per the direction of the DTIDCL- Officer. Payment will be process quarterly basis only.

More Instructions for the bidders:

1. Submit the proof of Latest **GST-3B Return & GST-1**
2. Submit the copy of PAN Card of bidder.
3. Submit the detail of each partner in the Technical Bid Form No. 7.
4. **Due Date, time and mode of submission:** -Tender shall be submitted on or before **08/12/2021 up to 3.00 p.m.** It will be the responsibility of the bidder to ensure that the documents in accordance to the terms & conditions laid down in this Tender are submitted on e-procurement **web-site** <https://www.govtprocurement.delhi.gov.in>.

5. Power of acceptance and withdrawal of the tender: -

The final acceptance of the bidder would entirely vest with the Managing Director of DTIDC Ltd., **DELHI TRANSPORT DEVELOPMENT CORPORATION LTD** who reserves the right to accept/ reject/withdrawal any or all tenders without assigning any reason whatsoever. There is no obligation on the Managing Director of DTIDC Ltd., **DELHI TRANSPORT DEVELOPMENT CORPORATION LTD** to communicate in any way with rejected bidder. After acceptance of the tender by Managing Director, **DELHI TRANSPORT DEVELOPMENT CORPORATION LTD**, the bidder shall have no right to withdraw his Tender or claim higher price.

6. **Submission of Self declarations/Undertaking:** - The bidder will have to furnish self-declarations/Undertaking with the Tender on e-procurement **web-site** <https://www.govtprocurement.delhi.gov.in>. **upto the last date and time of opening of technical bid.**
 - i. That the bidder has furnished the correct information in the bid and the bidder shall be solely responsible for furnishing wrong/false information in the Tender.

- ii. That the firm has never been blacklisted in the past by any Govt. Department/Undertakings/ Organizations.
- iii. The bidder will submit an undertaking that he accepts all the terms & conditions of the tender and shall abide by the same fully.

7. Quoting of Fees: - The Fees of the Maintaining of Books of Accounts for the period (4th QTR of FY 2021-22) should be **exclusive of GST**. However, the payment shall be made by the DTIDC-Ltd to the bidder after deducting TDS as per the scheduled Fees at time of payments. GST will be paid as per Govt. Norms.

8. Registration with GST Department: - The bidder should be registered with the GST Department of the concerned state and shall submit the documentary proof of registration of GST.

9. The bidder should submit the bids in two sealed envelopes. One for mark as **“Technical bid for Maintaining Books of Accounts”** (mark right for which applied) and second for mark as **“Financial bid for for Maintaining Books of Accounts”** (mark right for which applied). Both the envelopes should be contained in a Single Cover mark as **“Tender for Maintaining Books of Accounts (which is applicable) for the period (4th QTR of FY 2021-22).**

11. Opening and evaluation of Tender: - Tender will be opened by a Technical Evaluation committee constituted for this purpose on **8/12/2021 at 3.00 p.m** in the Chamber of Executive Director of DTIDC LTD. in the presence of the bidder

or representative/s of the bidders (who wish to be present) **with a letter of authority**. The work will be awarded on the basis of Performance cum Cost Based Selection (PCCBS), whereby the technical proposals/performance of a Chartered/Firm will be allotted a weightage of 70 % while the financial proposals will be allotted 30% weightage. Technical and financial bids will be evaluated by a Tender Evaluation Committee. The decision of Managing Director of DTIDC Ltd., Delhi DTIDC- LTD. shall be final regarding the evaluation of technical and financial bid

	Remarks	Description of Marks	Maximum Marks
	Annual Average Turnover : Annual Average Turnover of the firm (for the last 3 Financial year ending March 2020	8 Marks for Annual Average Turnover of Rs One Crore and futher 4 Marks for each & extra Rs 50.00 Lakhs above Rs. One crore	20
	Experience and past performance: At least 5 year	8 Marks for one Financial year and	20

	experience of for maintaining of Books of Accounts in Public sector undertaking	further 4 marks for each & extra financial year.	
	Additional Qualification: Preferably Chartered Accountant/Partner has done advanced Courses i.e. IND AS and Partners associate with firm for a minimum period of One year as on date of opening of the tender	5 One Marks for each Partner done have the Additional Qualification	10
	Full Time Partner	One Marks for each Full time Partner	10
	Expert and specialization: Firm should have experience at least one of the following IND AS Implementation advisory experience in any PSU or Accounting services including finalisation of IND AS complaint Accounts.	5 marks for each one assignment and 2.5 marks for each additional assignment of PSU	10
	Total		70

13. Opening and Evaluation of Technical Bids

Technical Bids shall be first opened and evaluated. The Technical Evaluation Committee of the DTIDC- shall evaluate the Technical Bids on the basis of the responses to the scope of work of the bidder etc.

Responsive Bid will be given a Performance score (PS) and the bids receiving marks greater than or equal to cut off marks (50) will be eligible for further consideration. The PS will have a weightage of 50. A Bid shall be rejected at this stage, if it does not respond to any of the condition, scope of work or if it fails to achieve the minimum PS(50).

14. Opening and Evaluation of Financial Bids:

Financial Bid will be opened only for short listed bidders. The financial bid will be allotted a weightage of 30%. The bid with the Lower cost shall be given a cost Score (CS) of 100 and other bids would be given CS that is invariably proportional in relation to their Fees.

The "Total Score" for each agency will be calculated by weighing the respective PS (Performance Score) and CS (Cost Score) of both items as per

the score and TS (Total Score) as per the formula (TS= 0.7XPS + 0.3XCS).The calculation will be counted up to two decimal places. On the basis of combined weighted score for performance and cost, the Agencies shall be ranked in terms of total score obtained. The bid obtaining the highest total combined score in evaluation of quality and cost will be ranked as L-1 followed by the bids securing lesser score as L-2, L-3 etc.

- 15.** Where there is a discrepancy between the Fees in Figures and in words, the rate in word will govern.

16. Performance Guarantee.

The Agency whose tender is accepted, will be required to furnish performance guarantee of 5% (Five Percent) of the tendered amount in the form of Banker's Cheque of any scheduled Bank / Demand Draft of any scheduled bank / pay order/FDR of any scheduled Bank, Fixed Deposit Receipt of any scheduled bank or the State Bank of India in accordance with the prescribed form. In case the Agency fail to deposit the said performance guarantee within the prescribed time including the extended period if any, the Agency shall be suspended for one year and shall not be eligible to bid for DTIDC tender from the date of issue of order **(Please refer Performa for Earnest Money Declaration).**

17. Dispute Resolution:-

- a.** Any dispute and or difference arising out of or relating to finalize the Maintaining of Books of Accounts, dispute will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Managing Director of DTIDC Ltd.,
- b.** The award of the sole Arbitrator shall be final and binding on all the parties, The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
- c.** The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding, neither party shall be entitled to suspend the work /service to which the dispute relates on account of the arbitration. Arbitration proceeding will be held at Delhi/New Delhi only.

- 18. Jurisdiction of court-**The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

(Executive Director)
DTIDCL

**Tender for professional charges of Maintaining of Books for the period (4th
QTR of FY 2021-22) & FY 2022-23 .**

Technical Bid Check list for Technical Qualification

**(EACH PAGE OF THE TECHNICAL BID MUST BE SERIALY SIGNED BY THE
BIDDER WITH SEAL)**

GENERAL INFORMATION: -

The Bidder should furnish the following details:

Name & Address _____

Nature of the Firm -- Public/Private/Partnership/Proprietorship

Contract Nos. & fax -- Land Line _____
Mobile _____ Fax _____

<u>Sr No</u>	<u>Particular</u>	<u>Status of form</u>	<u>Name of Form</u>
<u>1</u>	Average Turnover of the firm (for the last 3 Financial year ending March 2020	Submitted/Not Submitted	FORM-1
<u>2</u>	Detail_of_Experience	Submitted/Not Submitted	FORM-2
<u>3</u>	Detail of partners	Submitted/Not Submitted	FORM-3
<u>4</u>	C&AG Empanelment certificate	Submitted/Not Submitted	FORM-4
<u>5</u>	Detail of Experience of in the preparation of the Balance Sheet IND-AS	Submitted/Not Submitted	FORM-5
<u>6.</u>	Additional Qualification: Preferably Chartered Accountant/Partner has done advanced Courses i.e. IND AS	Submitted/Not Submitted	FORM-6
<u>6</u>	Copy of PAN Card	Submitted/Not Submitted	

<u>7</u>	Copy of GST Registration No	Submitted/Not Submitted	
<u>8</u>	Latest GSTR-1 as applicable on the Firm	Submitted/Not Submitted	
<u>9</u>	Undertaking regarding acceptance of all terms & conditions of the tender	Submitted/Not Submitted	FORM-7
<u>10</u>	Self-declaration to be submitted along with Technical bid. Regarding for correct information solely responsible.	Submitted/Not Submitted	<u>FORM-8</u>
<u>11</u>	AUTHORITY LETTER	Submitted/Not Submitted	<u>FORM-9</u>

**Name & signature of the authorized
signatory of the Firm/Partner of
the Firm/ Director/ Proprietor with
rubber stamp**

Place:

Dated:

Note: - 1. All the documents submitted with this form should be self attested and stamped by the bidder.
2. Bidder shall not submit any other additional document other than asked above.

TECHNICAL BID**PROFORMA FOR INFORMATION OF ANNUAL TURNOVER**

Name of the Firm _____

Address _____

Annual turnover for the last three years _____
(In Indian Rupees)

Financial year	Turnover (Rs. in lacs) (Rs)	Proof of Turnover duly self attested	Balance sheet for the financial year 2017-18, 2018-19 and 2019-20. (Assessment year 2018-19 and 2019-20 and 2020-21)
2017-18		Submitted/Not submitted	Submitted/Not submitted
2018-19		Submitted/Not submitted	Submitted/Not submitted
2019-20		Submitted/Not submitted	Submitted/Not submitted

**Name & signature of the authorized
signatory of the Firm/Partner of
the Firm/ Director/ Proprietor with
rubber stamp**

Place:**Dated:**

FORM-2

TECHNICAL BID

Detial of Experience

<u>Sr</u>	<u>Name of Organisation</u>	<u>Nature of Work</u>	<u>Period</u>

FORM-3

TECHNICAL BID

Detail of Partners in the firm

Name of the Firm -----

S.No.	Name of the Partners	Qualification	Additional Qualification (if any)	Silent/Active partner	Membership no

Note : Submit the latest constitution of firm certificate issued by ICAI

**Name & signature of the
authorized signatory of the
Firm/Partner of the Firm/
Director/ Proprietor With
rubber stamp**

Place & Dates

TECHNICAL BID

C &AG Empanelment

Sr no	Date of Empanelment with C&AG Year 2019-20	Certificate/Related document as proof
		Submitted/ Non Submitted

TECHNICAL BID**Details of the experience in the IND-AS Implementation.**

Sr no	Name of Advance done by partner /or any paid assistant	Period	Name of organization for experience	Nature of work	Certificate

TECHNICAL BID**Details of the Advance course in the IND-AS.**

Sr no	Name of Advance done by partner /or any paid assistant	Date of the passing course	Certificate

**Name & signature of the
authorized signatory of the
Firm/Partner of the Firm/
Director/ Proprietor With
rubber stamp**

Place & Date

TECHNICAL BID

UNDERTAKING REGARDING ACCEPTANCE OF ALL TERMS & CONDITIONS OF THE TENDER

I/We hereby undertake that all the technical & financial Bid conditions and other terms & conditions mentioned in this document or any changed conditions prior to the dead line for submission of bids shall be acceptable to us and I/We shall abide by the same fully and the Fees quoted shall remain effective including extended period up to 31.03.2022.

**Name & signature of the
authorized signatory of the
Firm/Partner of the Firm/
Director/ Proprietor With
rubber stamp**

Place & Date

TECHNICAL BID

SELF DECLARATION TO BE SUBMITTED ALONG WITH TECHNICAL BID

That I/We _____ M/s _____
Address _____ has/have furnished the correct
information in the tender and I/We shall be solely responsible for furnishing
wrong/false information in the tender.

**Name & signature of the
authorized signatory of the
Firm/Partner of the Firm/
Director/ Proprietor With
rubber stamp**

Place & Date

TECHNICAL BID

AUTHORITY LETTER

Certified that I/We _____ proprietor/director/partner of M/s _____
_____ Address _____ are _____ hereby
authorize to Sh. _____ to sign the tender documents on my / own
behalf.

**Name & signature of the authorized
signatory of the Firm/Partner of the Firm/
Director/ Proprietor.**

With rubber stamp

Place & Date

BOQ Performa (in Excel sheet)

Tender Inviting Authority: Managing Director (DTIDC), Delhi DTIDC			
Name of Work: Tender for professional charges for Maintaining of Books of Accounts for (4th QTR of FY 2021-22) & FY 2022-23			
Bidder Name :			
<u>PRICE SCHEDULE</u>			
Sl. No.	Description	Fee quoted in Indian Rupees without GST	
1	2	3	4
1.	Professional charges for Maintaining of Books of Accounts	In Figure Rs. To be filled in the financial bid in excel sheet/ BOQ	In Words (Rupees To be filled in the financial bid in excel sheet/ BOQ

Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor With rubber stamp

Place & Date

Performa for Earnest Money Deposit Declaration

Whereas, I/we.....(name of agency)
have submitted bids for (name of
work)

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

- (1) If after the opening of tender, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender specified in the tender documents,

Or

- (2) If, after the award of work, I/we fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents,

I/we shall be suspended for one year and shall not be eligible to bid for DTIDC tenders from date of issue of suspension order.

Signature of the contractor(s)