

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	22-10-2025 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	22-10-2025 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Tourism
विभाग का नाम/Department Name	India Tourism Development Corporation Limited
संगठन का नाम/Organisation Name	India Tourism Development Corporation Limited
कार्यालय का नाम/Office Name	India Tourism Development Corporation Limited
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Onsite; CA Firm or LLP
अनुबंध अवधि /Contract Period	3 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	100 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	7 Days
अनुमानित बिड मूल्य /Estimated Bid Value	9000000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	180000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	40

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

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

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

लाभार्थी /Beneficiary :

VP(F&A)-HOD

Scope Complex, Core-8, 7 Lodhi Road, New Delhi - 110003

(India Tourism Development Corporation)

UIN Number NCTGC2415P

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the

estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

The Bidder must have successfully executed at least XX projects of any value in past 3 years of providing similar services to Central/State Government, PSUs or any other government organizations:As per the Final Tender Document Uploaded in Bid Published.

The Bidder must have successfully executed at least YY projects of any value in past 3 years of providing similar services for at least ZZ different clients(Central/State Government, PSUs or any other government):As per the Final Tender Document Uploaded in Bid Published.

Service provider must have a dedicated team of required manpower of XX for the projectAs per the Final Tender Document Uploaded in Bid Published.

Scope of Work:[1759818847.pdf](#)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
14-10-2025 15:00:00	ITDC Headquarters, 6th Floor Conference Room, SCOPE Complex, Core-8, 7 Lodhi Road, New Delhi-110003.

Manpower Hiring For Financial Services - Onsite; CA Firm Or LLP (4)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Type of Professional/Resources required	CA Firm or LLP
Certifications of Professional/Resources required	Copy of Partnership Deed or Registration Certificate as LLP along with self attested copy of the registration constitution certificate issued by The Institute of Chartered Accountants of India ICAI to the entity as on 31 March 2025
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	5 - 7 Years
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Avinash Gajrani	110021,Hotel Samrat, 50-B, Kautilya Marg, Chanakyapuri, New Delhi-110021	4	<ul style="list-style-type: none"> Number of Months : 36

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions**1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

As per the Final Tender Document Uploaded in the ATC Clause.

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3. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)

9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



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

**Tender Notice for
“Notice Inviting Tender for Engagement of Chartered
Accountant Firm for F&A Work”**

Open Tender Ref: ITDC/F&A/2025-26

Last date for submission: 22-10-2025 at 17:00 Hrs.

**ITDC Limited, CORE-8, SCOPE Complex,
7 Lodhi Road, New Delhi - 110003, India
Tel. No. 011-24307623/423/621/619/612.
E.mail: Sandeepk@itdc.co.in, amjha@itdc.co.in, avinashgajrani@itdc.co.in.**

TENDER DOCUMENT FOR
Notice Inviting Tender for Engagement of Chartered Accountant Firm for
F&A Work at New Delhi

Tender Ref: ITDC/F&A/2025-26

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DISCLAIMER

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

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

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

ITDC, at their sole discretion and without any obligation, may modify, amend, or supplement the information in this tender document before bid submission date without any prior notice.

DEFINITIONS

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

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

1. NOTICE INVITING TENDER

Introduction:

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

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

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

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

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

The details of the company are available on website www.itdc.co.in.

Objective: Engagement of Chartered Accountant Firm for F&A Work for ITDC for a period of three years.

ITDC seeks to engage a Chartered Accountant firm for F&A work as mentioned in the Scope of Work defined in the tender document.

Bids are invited from the Chartered Accountant firms (referred to as bidders) for preparation and consolidation of ITDC's accounts, balance sheets, assistance in Internal Audit, Statutory & CAG Audit and coordinating with auditors and other F&A services including book keeping by operating and online monitoring of Tally system for all its Corporate Divisions & Units and reconciliation, preparation of financial results of Subsidiaries/Joint ventures etc. of India Tourism Development Corporation Limited (ITDC) for a period of three years, which may be further extended to two years beyond the initial period of three years, subject to the requirement of ITDC on mutual consent basis.

SITE FROM WHERE THE TENDER DOCUMENT CAN BE DOWNLOADED:

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

The Bid shall be submitted as per details mentioned in Section No. 11 "Submission of Bids".

2. INSTRUCTIONS/GUIDELINES FOR SUBMISSION OF TENDER

- **Submission of Bids** - Procurement would be done through e-tendering through website <https://gem.gov.in> & <http://www.itdc.co.in> under TENDERS select E-Tenders (for downloading the tender document).
- **For EMD payment** – EMD submission process is RTGS/NEFT.
- After downloading the Tender schedule, the Bidder should go through the tender conditions, read them carefully and then submit the application along with the documents; otherwise, the bid will be rejected.
- The response format of the tender document must not be modified /replaced by the bidder and the same should be submitted after filling the relevant columns, else the bid is liable to be rejected.
- If there are any clarifications to be sought by the bidder, this may be obtained through the contact details given in the Tender document.
- The bidder has to submit the document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
- The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids by the bidders.
- The Time followed for submission of bids is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
- The Existing Statutory Auditors and Internal Auditors of ITDC are not permitted to participate in this tender, as their involvement would constitute a conflict of interest, given that the roles of auditor and consultant would be performed by the same entity.

3. SALIENT FEATURES OF BIDDING DOCUMENT

DATA SHEET:

Open Tender Announcement Date	Date: 07-10-2025 Time- 1600 hrs.
Pre-Bid Meeting Venue and Time	Date: 14-10-2025 Time: 1500 hrs to 1700 hrs Place: ITDC Headquarters, 6th Floor Conference Room, SCOPE Complex, Core-8, 7 Lodhi Road, New Delhi-110003
Starting date & time for Bid submission (Online)	Date: 07-10-2025 Time: 1600 hrs. onwards
Last Date and Time of Bid Submission (Online)	Date: 22-10-2025 Time: Up to 1700 hrs
Date and Time of opening of bid	Date: 22-10-2025 Time: 1730 hrs
Validity of Bids	120 days from opening of the technical bids
Contact Details	AM(F&A)/DGM(F&A)/HOD(F&A), ITDC Office: Room No. 423/619/612/621/623, India Tourism Development Corporation Limited SCOPE Complex, Core-8, 4 th /6 th Floor, 7-Lodhi Road, New Delhi – 110003, India Email: Sandeepk@itdc.co.in , amjha@itdc.co.in , avinashgajrani@itdc.co.in . Phone: 24307423/619/612

Estimated Tender Value for Engagement of F&A Consultant in ITDC for the period of 3 years is Rs 90,00,000/- (Ninety Lakhs Rupees). Extension is subject to satisfactory completion.

4. SCOPE OF WORK

A) Consolidation of Annual/Quarterly Accounts:

- i. The Quarterly & Annual Accounts for the Financial Year 2025-26, 2026-27, 2027-28 of ITDC Standalone and Consolidated Financial Statement (CFS) along with notes and other information are to be consolidated as per Indian Accounting Standards and Companies Act 2013 along with interaction with Internal Auditors/Govt. Auditors/Statutory Auditors. Preparation of Journal and Ledger of Consolidated Entries for 2025-26, 2026-27, 2027-28, Preparation of information for Segment Accounting as per Indian Accounting Standards.
- ii. Compliances with applicable SEBI (LODR) guidelines including time schedules.
- iii. Preparation of Cash flow Statements for Standalone and Consolidated on Annual and Quarterly basis.
- iv. Inter Unit Reconciliation on regular basis (quarterly)
- v. Assistance in preparation of Synopsis for Unit Internal Audit Report on quarterly basis.
- vi. Monitoring of payroll implementation/accounting in all units.
- vii. Preparation of Data for Gratuity and Leave Encashment on yearly and quarterly basis for the Actuarial Valuation as per Ind AS 19.
- viii. Assistance in follow-up action on observation of Internal Auditors/Govt. Auditors/Statutory Auditors.
- ix. Other works related to Financial Statements, i.e., proof reading of Annual Report, scanning and sending of advice to Units from time to time, etc.
- x. Calculations and Compliance of applicable accounting standards/Ind AS.

B) Update/Completion of Fixed Assets Registers/records of Head Quarter and Units wherever required from Head Quarter.

C) Preparation/Update of Software prepared in Excel for preparation of Balance Sheet from Tally Software with Uniform Accounting of all Accounts Heads and integration of Accounts of all Units/Divisions with Head Quarters.

- D) Assistance in completion of Books of Accounts and preparation of Balance Sheet of unit, wherever required.
- E) Preparation of Standalone and Consolidated Quarterly Results for Limited Review from books of Accounts from Tally system trial balances, its Limited Review from the Statutory Auditors, its analysis, analytical reports, presentation, etc.
- F) Preparation of various MIS/information to be submitted to various Authorities e.g. DPE, DIPAM, MOT, Budget Estimates, etc.
- G) To assist in Internal/Statutory/CAG audit for the Tally/Tally Prime integrated accounts during the Monthly/Quarterly/Annual Accounts Audit.
- H) Update of Newspaper Format and press release for the quarterly and annual result.
- I) To review and suggest appropriate Internal Financial Control strengthening measures.
- J) Assistance and interaction with other ITDC Consultants (Tax Consultant, Tally Consultants etc.) for smooth functioning of finance activities.
- K) Providing on the job training to officers and staff on accounting aspects and Ind AS. Providing training to employees about any changes made in Tally/Tally Prime and ways of improvement while accounting by them in Tally/Tally Prime on quarterly basis.
- L) The necessary amendment/modification in the Tally/Tally Prime accounts of all the units is to be done based on the guidelines to be issued by the Government from time to time.
- M) Monitoring of all units work done and resolving of issues/problems being raised by various units/management for Tally/Tally Prime and Implementation of amendments/changes in GST Act to be incorporated in Tally/Tally Prime time to time.
- N) Handling GST, TDS and other statutory returns from Tally and reporting on monthly basis.
- O) Regular updating of MSME Selected Bidders along with their categories under Micro, small and Medium as per MSMED Act and their quarterly reporting to the management. Also, assisting units for MSME's classification in the books of accounts and submission of its compliance report to corporate office on monthly basis.
- P) Preparation of Coded Trial Balance/Ledger for Monthly/Quarterly/Annual results and Creation of New Ledgers/Groups/Cost Centres at all units.

- Q) Preparation of Quarterly and Annual Results of all subsidiaries/ JV's and assistance in Internal/Statutory/CAG audit during the Quarterly/Annual Accounts Audit.
- R) Preparation and Filing of Annual Income Tax Return of ITDC subsidiaries i.e. Utkal Ashok Hotel Corporation Limited, Ranchi Ashok Bihar Hotel Corporation Limited and Punjab Ashok Hotel Company Limited.
- S) Preparation of monthly Trade Receivable Report of Corporation on the basis of data submitted by units.
- T) Introducing bill wise option for trade payable/trade receivable ageing and their monthly/quarterly reporting to the management.
- U) Preparation, compilation and monitoring of MIS using Trial balance exported from Tally prime on monthly basis.
- V) Filing of PE Survey of all subsidiaries/JV's
- W) Assist units in identification of suspense balances of unused ledgers since long time appearing in books of account (Tally/Tally Prime) and submission of its compliance report to corporate office on monthly basis.
- X) Proper coding and uniformity in the account ledger maintained by ITDC across units. Ensure that all the ledgers opened for same Selected Bidder across different units are uniform and their classification as at par.
- Y) Any other work related to Finance & Accounts, Audit and allied activities as required/assigned from time to time by ITDC Management.

Transition: To ensure the continuity and performance of the services, the successful bidder will have to collaborate with the present consultant team for Two-month transition period. To ensure smooth transition of services, the successful bidder has to submit an inception report accordingly. The present and the successful bidder (Selected Chartered Accountant Firm) will ensure smooth transition of all accounting and other records, files, Knowledge transfer, etc. between them. A Handing and Taking over Documentation should be created between them, and one copy should be submitted to ITDC.

STAFF DEPLOYMENT

- By accepting the work award, the successful bidder will be deemed to have represented that its staff is knowledgeable and experienced in performing the work required in this tender and warrants that the deployed staff will use its best skill and attention to provide the work described in this tender in a professional and timely manner.
- The successful bidder is required to depute a total of three (3) personnel, **one qualified Chartered Accountant for at least 15 days in a month (except quarterly and yearly closing – Full Time) and two Article/ semi-qualified chartered accountant on full time basis to be stationed at ITDC HQ/ Delhi based Units for the complete tenure of services and extended period thereof, as applicable.**
- The Chartered Accountant should be a qualified CA from the Institute of Chartered Accountants of India with at least 5 years of post-qualification experience in the preparation/ audit of the financial statements of accounts of the listed company /PSUs as per Ind AS.
- The work timings and holidays would be governed by ITDC's rules.
- Resources once deployed by the CA firm, cannot be withdrawn/ replaced without the express written consent of ITDC. However the ITDC shall have the right to get any resource replaced without any extra cost for breach of contract conditions/ non-performance/ misbehaviour etc.

TERMS OF PAYMENT:

- No payment shall be made without the receipt of Tax invoice along with work report, Time Sheet/Attendance Sheet
- The amount payable to the successful bidder for the services provided shall be as per the rates quoted and services delivered as per award and after acceptance by ITDC on monthly basis. The payment shall be made within 15 days from the date of Tax invoice.
- The payments shall be made to the successful bidder in Indian Rupees (INR) only.

- The Consultancy fees may be increased by 5% (five percent) on last professional fees every year after the satisfactory service completion by competent authority. After completion of 3 years, if work is extended any revision in the Fees shall be determined on mutual agreement between the ITDC and the selected bidder.
- In case of disputes regarding services/ deliverables, the disputed amount shall be withheld and will be paid only after settlement of the disputes.

NOTES:

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

5. PRE-QUALIFICATION CRITERIA

Sl. No	Subject	Pre-Qualification Criteria	Supporting Documents Required (as per Section 20 'Proposal Forms')
Statutory Criteria			
1.	Legal Entity	The applicant bidder should be a registered partnership or a limited liability partnership providing Management Consultancy & other services permitted by the ' <i>The Institute of Chartered Accountants of India (ICAI)</i> '	Copy of Partnership Deed/ Registration Certificate as LLP along with self-attested copy of the registration (constitution) certificate issued by ' <i>The Institute of Chartered Accountants of India (ICAI)</i> ' to the entity as on 31 March 2025.
2.	Continuous Operations	The applicant bidder should have been registered with <i>The Institute of Chartered Accountants of India</i> ' (ICAI) and should have a Five years track record of continuous operations as on 31.03.2025	Copy of Partnership Deed/ Registration Certificate as LLP
3.	Tax Registration	Tax Registration The bidder should have a registered number of i. GSTN where the business is located ii. PAN number	Attested copy of: • PAN Card and • GST registration certificate (Part A & B)
4.	Income Tax	Income Tax Returns for last 03 Financial Years i.e., 2021-22, 2022-23, and 2023- 24	Upload the audited Income Tax Return(s) for the last 03 Financial Years for period FY 2021-22, 2022-23, and 2023-24
5.	No litigation or convicted	The applicant bidding entity / any partner of the entity should not have been convicted in any disciplinary proceedings / criminal case/ litigation and no pending litigation by regulatory authority(s)/ court in connection with professional work as on date.	Upload the self-declaration in the format given as per Form-H
6.	No blacklisted or banned	The applicant bidder should not be banned/ on negative list / debarred/ blacklisted/ declared ineligible for corrupt and fraudulent practices by any PSU or Govt. of India/State Government/	Self-Declaration in the format given as per Form-H.

Sl. No	Subject	Pre-Qualification Criteria	Supporting Documents Required (as per Section 20 'Proposal Forms')
		ICAI/ C&AG/ SEBI/ any financial sector regulator as on date of bid submission.	
7.	Empanelment	The applicant bidder should be empanelled with the Comptroller and Auditor General of India (C&AG) for the F.Y. 2024-25/2025-26.	Self-attested copy of the certificate/acknowledgement issued by C&AG
8.	Authorised Signatory	Power of Attorney	Upload the letter of authority that signed by a person competent and having the power of attorney to bind the bidder
Fiduciary Criteria			
9.	Minimum Annual Average Turnover	The applicant bidder should have average annual turnover from professional services of more than Rs. 1 Crore for the following financial years i.e. FY 2021-22, FY 2022-23, FY 2023-24.	Audited Financial Statements (Balance Sheet and Profit & Loss Account) with auditor seal and UDIN/ Certificate from the Chartered Accountant for last 3 Years i.e., from 2021-22, 2022-23, 2023-24 with auditor seal and UDIN
Technical Criteria			
10.	Past Experience	<ul style="list-style-type: none"> The applicant bidder should have proven relevant experience in the past seven years up to 31st March 2025 The applicant bidder should have experience of handling/managing services related to consolidation of audit and accounts, balance sheets and other F&A services including reconciliation and preparation of financial results of at least three Companies including two listed companies (one PSU + Other) in last three years. 	<p>Attach a copy of the work order(s)/ extension thereof / signed contract along with successful completion/ phase completion certificate from the client stating the acceptance of completion of work of similar nature of services</p> <p>a) Nature of work b) Period during which said work was executed.</p> <p>Successful & satisfactory completion of work must be submitted to clearly depict the start date and end date of the project along with work completed.</p>
11.	Offices and Branches details	The bidder should have an office/ branch in New Delhi/ NCR. Address of offices along with the name, address	Self- Attested copy of Telephone bill/ Electricity Bill /Registered Lease Deed/ the Constitution certificate issued

Sl. No	Subject	Pre-Qualification Criteria	Supporting Documents Required (as per Section 20 'Proposal Forms')
		and contact number of official to be given as per Proforma.	by ICAI to the entity supporting the address in New Delhi or in National Capital Region. Note: Telephone bill/electricity bill which has to be submit by applicant as address proof should be issued on or after 31.03.2025
12.	Employee Strength	<p>The bidder should have a minimum of Five partners out of which:</p> <ul style="list-style-type: none"> i. Any three partners should have been with the applicant firm for a continuous period of five years ii. Any three partner of the entity or the designated partner (LLP) shall be a Fellow member of the 'The Institute of Chartered Accountants of India (ICAI)' and should have been in continuous practice for five years after enrolment as Fellow Chartered Accountant FCA or Fellow Cost and Management Accountant (FCMA) 	Self-Declaration in the format given as per Form-D.

6. GENERAL TERMS AND CONDITIONS

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

profiteering clause by the Selected Bidder. The Selected Bidder indemnifies the ITDC from any losses monetary or otherwise suffered on account of non-compliance of anti-profiteering clause by the Selected Bidder.

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

7. EARNEST MONEY DEPOSIT (EMD)

Earnest Money Deposit (EMD):

EMD of Rs. /-1,80,000/- (90,00,000 x 2%) (Rupees One lakh Eighty thousand Rupees only) is to be deposited through NEFT/ RTGS before closing of bid submission.

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

EMD may be deposited through RTGS/NEFT in the account no. 62334432317, IFSC Code – SBIN0020511, State Bank of India, Scope Complex Branch, New Delhi.

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

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

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

EMD of the bidder will be forfeited if:

- I. After opening of the tender, the bidder revokes his tender within the validity period or modifies his bid.
- II. The successful bidder does not submit Performance Security Deposit/Bank Guarantee within stipulated period.
- III. The successful bidder fails to furnish the Performance Security Deposit within 15 days from the date of issue of letter of award.
- IV. The information furnished by the bidder is found false, misleading or contrary to the terms and conditions of bid/ contract.

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

liable (in any case) for any delay / non-payment in this regard.

BANK DETAILS FOR PAYMENT OF EMD THROUGH NEFT/RTGS

- Bank: State Bank of India
- Branch: Scope Complex, Lodhi Road, New Delhi
- IFSC Code: SBIN0020511
- Bank Account Number: 62334432317

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

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

The above details are required for refund of EMD payment.

8. PERFORMANCE SECURITY DEPOSIT

PERFORMANCE SECURITY DEPOSIT: The successful bidder will be required to deposit acceptable irrevocable Bank Guarantee in SFMS format or Security Deposit vide NEFT/RTGS to the extent of 5 (Five) percent of the Bid value in the form of Electronic Performance Bank Guarantee in favour of India Tourism Development Corporation Limited on or before of signing of agreement. Electronic Performance Bank Guarantee would be valid for a period of sixty (60) days beyond the completion of all contractual obligations. The Performance Security Deposit/Bank Guarantee will be refunded/returned after the successful completion of the work and no interest will be paid on the same.

9. PROFESSIONAL LIABILITY

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

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

10. PRE-BID MEETING

Pre-bid Meeting will be held on _____ at 12:15 hrs to 13:00 hrs at ITDC Headquarters, 6th floor, Conference Room, Scope Complex, Core-8, 7th Lodhi Road, New Delhi- 110003 to address any queries of bidders.

11. SUBMISSION OF BIDS

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

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

The following documents should be provided:

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

NAME OF THE BIDDER:-

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

Sr. No	Pre- Qualification Documents	Document to be attached	Submitted (Yes/No)
		as address proof should be issued on or after 31.03.2025	
11	Bidder's Bank Account details	as per Form-G	
12	The applicant bidder has to submit self-certified letter indicating that they have not been banned/ on negative list/blacklisted/ debarred/ declared ineligible by any PSU or Govt. of India/State Government/ ICAI/ C&AG/ SEBI/ any financial sector regulator as on date and the firm is not under litigation as on the date of bid submission	Please upload self-certified letter as per Form H.	
13	EMD Refund Form	Please submit as per Annexure-J	
14	Duly filled up, signed with stamp pre contract Integrity Pact on plain paper	Please submit pre-contract integrity pact as per Annexure-K	
15	Duly signed and stamped Fraud Prevention Policy	Please submit as per Annexure-L	
16	Tender Documents duly Signed & Stamped by the agency	Tender document duly signed and stamped to be submitted.	
17	Earnest Money deposit amount (EMD) Rs1,80,000/- (90,00,000 x 2%) deposit details (refundable without Interest)	Transaction ID No..... Date: Issued from Bank..... UTR No. dated	
18	Proof of turnover of Bidder Firm	Please Submit as per Form-C	
18	Any other information required in the Bidding Documents or considered relevant by the bidder.		
19	Checklist	Please submit signed copy of checklist	

Date:

Place:

Agency signature with seal:

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

- i. The Financial/Price Bid should be submitted through the Government e-Marketplace (GeM) portal (<https://gem.gov.in>) as per Form-I provided in the Bidding Document.
- ii. Price shall be quoted in figures as well as in words. If discrepancies are found between the price given in words and figures, the price quoted in words shall be taken as correct.
- iii. No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in the price bid. Any conditions, if stipulated, shall be treated as null and void and shall render the bid liable for rejection.
- iv. Unless stated otherwise in the Bidding Documents, the Contract shall be for the total works (Estimated Tender Value) as described in Bidding Document.
- v. Bidder shall quote the price after careful analysis of cost involved for the performance of the complete work considering all parts of the Bidding Document.
- vi. Alternative / conditional bids shall not be considered. The price shall be subject to an escalation of 5% (five percent) at the end of the **first year** and an additional 5% (five percent) at the end of the **second year** from the date of issue of Work Order. **After completion of 3 years, if work is extended** any revision in the Fees shall be determined on mutual agreement between the ITDC and the selected bidder.
- vii. The quoted price shall be deemed to be all inclusive except GST.

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

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

12. BID VALIDITY

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

13. EVALUATION OF PRE-QUALIFICATION BIDS

- I. The ITDC will determine whether each of the bids conforms to the terms, conditions and specification of the Bidding Documents without material deviation and is complete with regard to submission of required documents. A material deviation is one which affects in any substantial way the scope, quality or performance of the works, or which limits in any substantial way, inconsistent with the Bidding Document, the ITDC's rights or the Bidder's obligations as envisaged in the Bidding Document, and the rectification of which deviation or reservation would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.
- II. No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in the bid. Any conditions, if stipulated, shall be treated as null and void and may render the bid liable for rejection.
- III. ITDC, if necessary, will obtain clarifications on the Bid by requesting for such information / clarifications from any or all Bidders, either in writing or through personal contact. All responses shall be in writing, and no change in the price or substance of the bid shall be permitted unless specifically sought by ITDC.
- IV. ITDC reserve the right to assess Bidder's capability and capacity to execute the work using in-house information including taking into account other aspects such as concurrent commitments, past performance etc.

14. FINANCIAL/PRICE BID EVALUATION

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

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

15. NOTIFICATION OF AWARD

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

16. AGREEMENT

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

The following documents shall be integral part of agreement:

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

17. TIME SCHEDULE AND TERMS OF PAYMENT

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

18. PROFORMA OF AGREEMENT

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

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

AND

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

WHEREAS

- a. ITDC issued a tender vide NIT No. _____ dated _____ for Engagement of **Chartered Accountant Firm for F&A Work** (hereinafter called the “Consultant”)
- b. The Consultant submitted its proposals for the aforesaid work, whereby the Consultant represented to ITDC that it had the required professional skills, and in the said proposals the Consultant also agreed to provide the Services to ITDC on the terms and conditions as set forth in the tender and this Agreement; and
- c. ITDC, on acceptance of the aforesaid proposals of the Consultant, awarded the Consultancy to the Consultant vide its Letter of Award dated _____ (the “LOA”); and
- d. In pursuance of the LOA, the parties have agreed to enter into this Agreement.

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

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

2. Time Schedule and Terms of Payment:

- I. The payments shall be released as per clause “**Time Schedule and Terms of Payments**” in tender document. The payment will be made after receipt of bill and on acceptance of the work by ITDC.
- II. While making the payment, statutory deductions as applicable, shall be made by ITDC.
II.ITDC will make the payment through e-mode only to Consultant’s Bank account as per e-payment details submitted in the tender document.

3. Commencement and Completion

- A. **Effective date of Agreement:** This Agreement shall come into force and effect on the date of this Agreement (the “Effective Date”). All terms and conditions given in above mentioned tender shall be treated as integral part of this agreement.
- B. **Commencement of Services:** The Consultant shall commence the Services within a period of 7 (seven) days from the date of Letter of Award (LOA), unless otherwise agreed by ITDC.
- C. **Completion of Services:** The time schedule for completion of various elements of services will be as given as per clause “**Time Schedule and Terms of Payments**” in tender document.

4. Confidentiality

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

5. Expiration of Agreement

Unless terminated earlier, or extended by parties through mutual consent, this agreement shall expire as per clause "Clause -1 of Tender Document (Notice Inviting Tender)".

6. Termination of Agreement.

- A. ITDC reserves the right to terminate the contract on occurrence of any of the following events:
 - i. Any document, information, data or statement submitted by the Consultant in its Proposals, based on which the Consultant was considered eligible or successful, is found to be false, incorrect or misleading;
 - ii. The consultant fails to commence services as required under this agreement.
 - iii. The consultant fails to complete any of the required services as per the tender due to which ITDC fails to meet statutory time limit for finalization of monthly / quarterly/annual returns, statements, adjustments etc.
 - iv. ITDC, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement.

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

- B. A written notice of not less than 30 days should be given before such termination. Effect of Termination which may include, i.e forfeiture of Performance Security Deposit/ Bank Guarantee, handing over of data/documents/details of ITDC, removal of the officials deputed at ITDC, etc.

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

8. Staff Deployment

By accepting the work award, the successful bidder will be deemed to have represented that its staff is knowledgeable about and experienced in performing the work required in this tender and warrants that will use its best skill and attention to provide work described in this tender in a professional and

timely manner. Further at least Four (1 qualified/ 3 semi-qualified), knowledgeable and experienced employees are to be stationed at ITDC.

9. Reporting Requirements

Successful bidder shall be able to furnish work progress report as and when required by ITDC.

10. Professional Liability

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

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

11. Force Majeure:

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

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

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

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

12. Indemnity

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

13. Severability.

All provisions and the various clauses of this Agreement are, notwithstanding the manner in which they have been grouped together or linked grammatically, severable from each other. Any provision or clause of this Agreement which is or becomes unenforceable in any jurisdiction, whether due to voidness, invalidity, illegality, unlawfulness or for any other reason whatever, shall, in such jurisdiction only and only to the extent that it is so unenforceable, be treated as pro non scripto and the remaining provisions and

clauses of this agreement shall remain of full force and effect. The Parties declare that it is their intention that this agreement would be executed without such unenforceable provision if they were aware of such unenforceability at the time of execution hereof.

14. Modification/Amendment.

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

15. Waiver

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

16. Entire Agreement

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

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

17. Notice

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

18. Headings

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

Governing Law, Jurisdiction & Dispute Resolution

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

Only Delhi Courts will have jurisdiction.

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

Signed and delivered for and on behalf of
M/s _____

Signed and Delivered for behalf of
M/s ITDC LIMITED

(Authorised Signatory)

(Authorised Signatory)

Date: _____

Place: _____

IN PRESENCE OF TWO WITNESSES

1. _____ 2. _____

19. FORMAT OF PERFORMANCE BANK GUARANTEE

BG No. –

Date –

1. In consideration of India Tourism Development Corporation Limited having registered office at SCOPE Complex, Core – 8, 6TH Floor, 7 Lodhi Road, New Delhi – 110003 INDIA hereinafter referred to as the ITDC, which expression shall, unless repugnant to the context or meaning, thereof include its administrators, successors and assignees, having agreed to receive the proposal of [Name of company], (hereinafter referred to as the “Bidder” which expression shall unless it be repugnant to the subject or context thereof include its successors and assignees, for Hiring of cabs for ITDC/ITDC Clients on rental, non-exclusive basis, across Delhi NCR on terms and conditions set out in the Letter of Intent pursuant to the tender document dated [Date] issued in respect of the Assignment and other related documents including without limitation the draft work order for services (hereinafter collectively referred to as “Tender Document”), We [Name of the Bank] having our registered office at [Registered Address] and one of its branches at [Branch Address] (hereinafter referred to as the “Bank”), at the request of the Bidder, do hereby in terms of relevant clause of the tender document, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfillment and compliance of the terms and conditions of the tender document by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the Authority an amount of Rs. [In Figures] ([In Words]) (hereinafter referred to as the “Guarantee”) as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfill or comply with all or any of the terms and conditions contained in the said tender document.
2. Any such written demand made by the Authority stating that the Bidder is in default of the due and faithful fulfillment and compliance with the terms and conditions contained in the tender document shall be final, conclusive and binding on the Bank. We, the Bank, further agree that the Authority shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfillment and compliance with the terms and conditions contained in the tender document including, Document including without limitation, failure of the said Bidder to keep its Proposal valid during the validity period of the Proposal as set forth in the said tender document, and the decision of the Authority that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Authority and the Bidder or any dispute pending before any court, tribunal, arbitrator or any other authority.
3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of the Authority is disputed by the Bidder or not, merely on the first demand from the Authority stating that the amount claimed is due to the Authority by reason of failure of the Bidder to fulfil and comply with the terms and conditions contained in the tender document including without limitation, failure of the said Bidder to keep its Proposal valid during the validity period of the Proposal as set forth in the said tender document for any reason whatsoever. Any such demand made by the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. [In Figures] ([In Words]).
4. This Guarantee shall be irrevocable, and the validity of the Bank Guarantee shall cover the entire duration of the assignment, extensions (if any), and shall remain in force for six months beyond the period of agreement.
5. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.
6. In order to give full effect to this Guarantee, the Authority shall be entitled to treat the Bank as the principal debtor. The Authority shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said tender document to extend time for submission of the Proposals or the Proposal validity period or the period for conveying of Letter of Acceptance to the Bidder or the period for fulfillment and compliance with all or any of the terms and conditions contained in the said tender document by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said tender document or the securities available to

the Authority, and the Bank shall not be released from its liability under these presents by any exercise by the Authority of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Bidder or by any change in the constitution of the Authority or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.

7. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
8. We undertake to make the payment on receipt of your notice of claim on us addressed to [Name of bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorized to receive the said notice of claim.
9. It shall not be necessary for the Authority to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Authority may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealized.
10. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Authority in writing.
11. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for and on behalf of the Bank.
12. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. [in figures] ([in words]). The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank in accordance with paragraph 8 hereof, on or before [date].

Signed and Delivered by (Name of Bank)

By the hand of Mr. / Ms. (Name), it's (Designation) and authorized official.

Authorized Signatory: _____

Name: _____

Designation: _____

Mobile No.: _____

Email ID: _____

Date: _____

Company Seal: _____

Notes:

- The Bank Guarantee should contain the name, designation and code number of the officer (s) signing the Guarantee
- The address, telephone number and other details of the Head Office of the Bank as well as of the issuing Branch should be mentioned in the covering letter of issuing Branch.

20. PROPOSAL FORMS

Form-A: Covering letter

(TO BE SUBMITTED ON THE LETTER HEAD OF THE BIDDER AND UPLOADED ON THE GEM PORTAL, DULY SIGNED BY THE AUTHORISED SIGNATORY)

From:

Our Ref: _____ Dated _____

SUBJECT: Engagement of Chartered Accountant Firm for F&A Work in ITDC

Dear Sir,

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

We confirm that:

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

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

Thanking you,

Yours sincerely,

(Signature of Authorized person)

Full Name:

Designation:

Bidder's official Seal:

Form-B: Letter of Authorization

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

To

ITDC Limited

SUBJECT: Engagement of Chartered Accountant Firm for F&A Work in ITDC

Dear Sir,

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

Name & Designation _____ Signature

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

Yours faithfully,

Signature

Name & Designation

For and on behalf of

(Bidder)

Form C: Relevant Experience

(To be filled and uploaded by the Bidder along with supporting documents. All pages must be duly signed and stamped by the authorized signatory)

Relevant experience of the Chartered Accountant Firm in managing the accounting of listed PSUs:

Sr. No.	Name of the Client (listed PSU)	Location of the client	Scope of work (Finance & Accounting work)	Year of assignment	Project period	Average turnover of last three years of client (Rs. Crore)	No. of Staff deployed

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

Form D: Details of Qualified Professionals of the firm

(To be filled and uploaded by the Bidder along with supporting documents. All pages must be duly signed and stamped by the authorized signatory)

Sl. No.	Name & Designation	Qualification	FCA Member-ship no. & since	Date of joining in the applicant firm	Total No. of years of Experience	Relevant Experience in Accounting & Finance work

Notes:

- 1 Bidders are required to furnish the complete and correct information required for evaluation of their bids. If any information furnished is found to be false/misleading/incomplete, the same shall be considered as adequate ground for rejection of the bids.
- 2 Bidders are required to furnish only those credentials in the above prescribed format for which documentary evidence is available with them. ITDC reserves the right to seek additional information or ask for supporting documents from Bidders for verifying/evaluating their credentials whenever required.
- 3 Proper proof **MUST** be provided to support that the firm is at least 10 years old and presently has minimum 6 FCA partners since last 5 years.

Form E: Undertaking

(To be stamped and signed by the authorized signatory on letterhead of bidder)

Undertaking

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

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

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

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

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

We hereby confirm that there has not been any disciplinary action initiated or contemplated/ suspension of practice against this entity or debarment from conducting any activity by ICAI/ C&AG/ SEBI or other financial sector regulator / statutory authority during the last five years.

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

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

We further confirm that, we have not been in negative list / blacklisted by any Public Sector Undertaking / Government Organization.

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

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

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

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

We are not Existing Statutory Auditors and Internal Auditors of ITDC, as their involvement would constitute a conflict of interest, given that the roles of auditor and consultant would be performed by the same entity.

Stamp and signature of bidder: _____

Name of bidder: _____

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

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

Note:

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

B. Statutory Registration

S. No.	Particulars	Status (Yes/No)	Document Attached (Yes/No)
1.	Partnership Deed/ Registration Certificate as LLP		
2.	Constitution Certificate issued by ICAI		
3.	PAN Card (in the name of the bidding entity)		
4.	GST Registration Certificate		
5.	Audited ITR for last 3 years i.e. FY 21-22, 22-23 & 23-24		
6.	Empanelment with CAG for FY 24-25		

C. Financial Information

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

S.No.	Financial Year	Total Amount (in Rs.)
1.	2021-22	
2.	2022-23	
3.	2023-24	
4.	Net Worth as on 31 st March 2025	

Form-G: Payment Form**Payment Form
Bank account particulars**

1 Bidder's name

2 Particular of bank account

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

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

Name of Bidder:

Signature of the Bidder with seal

Form H: SELF DECLARATION OF NOT-BLACKLISTED

(On Bidder's Letter Head)

To
HOD (F)
India Tourism Development Corporation Ltd

Date:

Dear Sir,

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

That no criminal proceedings are pending or contemplated against our firm or any of our Partners/ Directors at any judicial forum in India related to the services offered under this tender.

That in case this declaration is found to be incorrect at any stage during the tender or contract period, the India Tourism Development Corporation (ITDC) shall be entitled to:

- Terminate the contract without any liability.
- Forfeit the Earnest Money Deposit (EMD) / Performance Bank Guarantee (PBG).
- Debar the firm from participation in future tenders for a period of up to 3 years.

I/We understand that this declaration is a prerequisite for qualifying under the tender terms, and any misrepresentation shall result in automatic rejection of the bid.

Name of Bidder:

Signature of the Bidder with seal

Form I: PART-II: PRICE BID

Schedule of rates

Subject: Engagement of Chartered Accountant Firm for F&A Work in ITDC

Name of Organization: ITDC Limited, New Delhi

NIT NO.: _____

Name of Bidder: _____

(In Indian Rupees)			
Sl. No	Description of Work	Per month	Total Amount for 36 months
1.	Lump sum price for job given "Scope of Work"		
	Total (Rs.)		
	Total Rupees in words:		

Note:

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

EMD REFUND FORM

Date: _____

NIT FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR F&A WORK FOR A PERIOD OF THREE YEARS FOR INDIA TOURISM DEVELOPMENT CORPORATION LTD.**Details of the bidder**

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

Details of EMD submitted:

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

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

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

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

Signature of the authorized signatory
 Name: _____
 Designation: _____

Official Seal

Form K: Integrity Pact

INTEGRITY PACT

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

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

Between

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

And

M/s. _____ (name and address of the Partnership/LLP) through _____ [mention details of the duly authorized signatory] (hereinafter referred to as the Bidder/Contractor which expression shall unless repugnant to the meaning of context hereof include its successors and permitted assigns).

Preamble

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

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

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

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

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

Section 1- Commitments of the Principal

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 4: Compensation for Damages

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

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

2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee. If the watchdog has reported a confirmed suspicion of any offence under the relevant Bharat Nyaya Sanhita Act to C&MD, ITDC and C&MD, ITDC has not taken action within a reasonable time to take action against such offence or has not reported the same

to the Chief Vigilance Officer, so the monitor can also transmit this information directly to the Central Vigilance Commissioner.

Section 5: Previous Transgression

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

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

Section 6: Equal treatment of all Bidders/Contractors.

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

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

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

Section 7: Violations of the Integrity Pact

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

Section 8: Independent External Monitor/Monitors (IEM)

1. The Principal has appointed competent and credible Independent External Monitor for this Pact with the approval of Central Vigilance Commission.

The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

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

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

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

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

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

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

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

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

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

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

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

Section 9 - Pact Duration

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

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

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

Section 10 - Other provisions

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

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

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

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

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

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

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

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

Place: _____
Date: _____

Witness-1

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

Witness-2

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

Form L: Fraud Prevention Policy

FRAUD PREVENTION POLICY

(To be submitted on Letter Head of the Bidder)

INTRODUCTION

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

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

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

OBJECTIVES

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

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

SCOPE OF THE POLICY

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

DEFINITION OF FRAUD

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

ACTIONS CONSTITUTING FRAUD

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

- i Forgery or alteration of any document or account belonging to the Company.
- ii Forgery or alteration of cheque, bank draft or any other financial instrument etc.
- iii. Misappropriation of funds, securities, supplies or others assets by fraudulent means etc.
- iv. Falsifying records such as pay-rolls, removing the documents from files and/or replacing it by a fraudulent note etc.

V. Willful suppression of facts/deception in matters of Engagement, placements, submission of reports, tender committee recommendations etc. as a result of which a wrongful gain(s) is made to one and wrongful loss(s) is caused to the others.

vi. Utilizing Company funds for personal purposes.

vii. Authorizing or receiving payments for goods not supplied or services not rendered.

Destruction, disposition, removal of records or any other assets of the Company with an ulterior motive to manipulate and misrepresent the facts so as to create suspicion/suppression/cheating as a result of which objective assessment/decision would not be arrived at.

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

REPORTING OF FRAUD

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

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

On receiving input about any suspected fraud/nodal officer(s) shall ensure that all relevant records documents and other evidence is being immediately taken into custody and being protected from being tampered with, destroyed or removed by suspected perpetrators of fraud or by any other official under his influence.

DUTY OF NODAL OFFICER

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

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

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

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

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

RESPONSIBILITY FOR FRAUD PREVENTION/CREATING OF POLICY

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

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

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

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

SEAL, SIGNATURE & NAME OF THE BIDDER