

NOTICE INVITING LIMITED TENDER ENQUIRY (LTE)

(under single bid system)

for

**Empanelment of Chartered Accountancy Firm for Internal Audit and
other related work**

at

**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND
RESEARCH (NIPER) AHMEDABAD**



Situated at

Palaj, Opp. Air Force Station Headquarters
Gandhinagar - 382355, Gujarat (INDIA)
Phone: 079 – 66745555

National Institute of Pharmaceutical Education and Research-Ahmedabad, Gandhinagar (hereinafter referred to as the "Institute") invites Limited Tender through e-Procurement on CPP Portal from **CAG empanelled Chartered Accountancy Firms** (Hereinafter called 'Firm/s'). The period of contract is initially for one year and further extendable up to two more years (with yearly extension in each case) subject to satisfactory completion of contract every year on mutually accepted terms and conditions, subject to price escalation not exceeding 10% for each such yearly extension.

1	Tender Reference Number	NIPER-A/LTE/2022-23/08
2	Name of Tender	Empanelment of Chartered Accountancy Firm for Internal Audit and other related work at NIPER-A
3	Location	National Institute of Pharmaceutical Education and Research (NIPER) Ahmedabad Palaj, Opp. Air Force Station Gandhinagar - 382355, Gujarat
4	Estimated cost	Rs. 7,20,000/-
5	Earnest Money Deposit (EMD) / Security Deposit (Refundable)	Rs. 27,000/- (In favour of " NIPER Ahmedabad ")
6	Bid Submission Start Date and Time	17 th March 2023 at 04:00 pm
7	Bid Submission End Date and Time	30 th March 2023 up to 04:00 pm
8	Bid Opening Date	31 st March 2023 at 04:00 pm
9	Queries (if any)	No queries will be entertained after end date and time of bid submission
Purchase Section National Institute of Pharmaceutical Education and Research (NIPER) Ahmedabad Palaj, Opp. Air Force Station Headquarters Gandhinagar - 382355, Gujarat (INDIA) Phone: 079 – 66745555 (Extn 108); Email: purchase@niperahm.res.in		

*In case of Govt. holidays, the next working day will be considered.

The LTE document along with other details may be viewed and downloaded from the CPP Portal <http://eprocure.gov.in/eprocure/app> No physical bids will be accepted.

Part-A: General Terms and Conditions

1. All the prospective bidders, before preparing the bids and submitting the same must go through the contents of entire LTE carefully and note the same for compliance. Any deviation or non-compliance of the information/instructions, provided in the LTE document may result in treating the bid as non-responsive.
2. Offers in the proposal should be written in English and price should be written in both figures and words. The offer should be typed or written in pen ink or ball pen. Use of pencil will be ignored. The relevant supporting documents as mentioned or required should be enclosed along with the offer.
3. At any time prior to the deadline for submission of proposals, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the LTE document by amendment.
4. The amendment will be published on Institute website among other platforms. In order to afford reasonable time to the prospective applicant, in which they can take amendment into account in preparing their proposal, the Institute may, at its discretion extend the deadline for the submission of proposal.
5. Date and time of opening of financial proposals will be decided at a later date. The date, time & place of opening of the financial proposals will be intimated in due course of time.
6. The applicants are requested to read the LTE document carefully and ensure compliance with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the applicant from the LTE exercise.
7. Any amendment and / or addition made to the LTE are not permissible after opening of the bid, incomplete bid(s), will be rejected.
8. The Institute reserves the right to reject any or all bid(s), wholly or partly or close the LTE at any stage prior to award of contract without assigning any reason whatsoever.
9. The Bidder shall be required to submit Earnest Money deposit of Rs 27000/- in the form of account payee DD / BC from any of the Scheduled Commercial Bank in favor of NIPER-A payable at Gandhinagar.
10. No bid shall be accepted without the EMD. However, relaxations provisioned in GFR 2017 and its amendment thereof, shall be applicable.
11. Bids would be rejected, if the bidder resorted to either directly or through an agent in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
12. Submission of bid documents should not automatically be construed that the bidder is considered qualified. NIPER-Ahmedabad authority has the right to reject any bid on Technical/ Administrative grounds without assigning any reason.
13. In the process of evaluation, comparison of bids, NIPER-Ahmedabad reserves the right to reject any or all bids.
14. The acceptance of the quotation will rest with the Director, NIPER-A, who does not bind to accept the lowest quotation and reserves the right to herself/himself to reject or accept, partially or all the quotations received, without assigning any reason. The Director, NIPER-A further reserves the right to withdraw the LTE or part thereof or modify the requirements without assigning any reason and the right to relax any of the conditions in the best interest of the Institution.
15. Director, NIPER-Ahmedabad shall be the final authority for settlement of any dispute, and his/her interpretation of any clause/term/condition(s) of this document shall be final and binding, and the jurisdiction of Court of Law shall be Gandhinagar.
16. Preparation Cost: The Applicant shall solely bear all costs associated with the preparation

and submission of the proposals, including the Office visit etc. The Institute shall in no case be responsible or liable for such costs, regardless of the conduct or outcome of the LTE process. In no case such costs shall be reimbursed by the Institute.

17. The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract. Performance Security will be discharged after completion of contractor's performance obligations under the contract. No interest on performance security deposit shall be paid by the NIPER Ahmedabad to the Bidder.
18. Any conditional LTE shall be rejected summarily.

Part B: Documents to be submitted

1. Scanned copy of Declaration that no litigation is in process against the company.
2. Declaration to the effect that
 - a) The firm or any of its partners has not any pecuniary or other interest in the NIPER such as faculty, examiner, observer etc.
 - b) Any of the partners of the firm or their relative is / was not an employee of NIPER-A during the current year and immediate past five years i.e., from 1st April, 2017 till date.
 - c) The audit firm is not having association with foreign audit firms.A scanned copy of declaration for above is to be submitted.
3. Scanned copy of empanelment with CAG for FY 2022-23
4. Scanned copy of Certificate regarding financial statements duly audited/ certified by Chartered Accountant (CA) for Annual financial turnover for the last three financial years (i.e. 2019-20, 2020-21, 2021-22)
5. Scanned copy of valid MSME / NSIC / DAE / SSI certificate, If applicable
6. Scanned copy of Non-Blacklisting Certificate
7. Scanned copy of Declaration for acceptance of LTE terms and conditions
8. Scanned copy of Bank details
9. Scanned copy of ICAI Registration certificate
10. All forms annexure "A" to "F"

Part-C: Scope of Work

1. Preparation and filing of all applicable tax returns (Income Tax, TDS, GST etc) of the Institute before due dates.
2. Preparation and submission of replies/queries/ notices by Tax authorities and represent Institute in such issues.
3. Pre-audit of
 - (a) All type of payments, receipts, debit notes and Journal vouchers
 - (b) Bank Guarantees and other documents of security
 - (c) Salary payments including TDS deduction and compliance of statutory laws
4. Verification of Accounting adjustments/ rectification of errors, omissions in books of accounts and clearing suspense entries on monthly basis. Assistance in Accounting by daily review of accounting entries.
5. Preparation of monthly bank reconciliation statements and certifying the same.
6. Preparation and Finalization of Annual Accounts of the Institute as per the format prescribed by the CAG. The Accounts not to be certified for Audit purposes.
7. Handling external audits and preparing replies of the observations of audit teams.
8. Auditing of Utilization certificate prepared for various grants as and when required by the Funding Agencies/ Other Authorities.
9. Annual physical verification of Institute Assets, Stores and consumables etc
10. Recommending timely instructions for renewal or encashment of investments such as FDRs/Bonds. Annual physical verification of investment made by NIPER-A
11. Periodical in depth scrutiny of trial Balance, Ledger etc. old balances in various account shall be reviewed in detail.
12. Any other work assigned by the Institute officials viz Director, Registrar
13. The following events/occurrences shall be reported specifically:
 - Losses due to theft, negligence, fraud, breach of trust etc
 - Large idle balances with bankers in current account.
 - Bank guarantees expired before settlement/not honored on presentation.

Part-D: Information and Instructions for Online Bid Submission

INFORMATION AND INSTRUCTIONS FOR e-TENDERING AND ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal i.e. <http://eprocure.gov.in/eprocure/app> using valid Digital Signature Certificates.

The instructions are available under the document "Instructions_To_Bidder_for_Online_Bid_Submission.pdf" available at <https://eprocure.gov.in/eprocure/app?page=StandardBiddingDocuments&service=page>

INSTRUCTION FOR e-PROCUREMENT

Preparation and submission of Bids

- a) All interested eligible bidders are requested to submit their bids online on CPP Portal <http://eprocure.gov.in/eprocure/app> as per the criteria given in this document:
- b) The detailed tender documents may be downloaded from <http://eprocure.gov.in/eprocure/app> till the last date of submission of the tender. The Tender may be submitted online through CPP Portal <http://eprocure.gov.in/eprocure/app>

The EMD amount of Rs. 27,000/- (Rs. Twenty Seven Thousand Only) in the form of Demand Draft, Banker's Cheque from any of the Scheduled Commercial banks in favour of "**NIPER Ahmedabad**" should reach NIPER Ahmedabad, Palaj, Opp Air Force Station, Gandhinagar - 382355, Gujarat, INDIA latest by 05:00 PM on or before the last date of Bid Submission i.e. 30/03/2023 to avoid disqualification.

No bid shall be accepted without the EMD. However, relaxations provisioned in GFR 2017 and its amendment thereof, shall be applicable. The valid MSME Udyam Registration/NSIC/SSI or any other certificate made for the Bonafede purposes should be enclosed.

Please note all bid related documents scanned copy is to be submitted on the CPP portal, only Demand Draft / Banker's Cheque regarding EMD / Security Deposit has to physical reach on mentioned address on or before due date of submission. The details of the DD or BC, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time otherwise the uploaded bid will be rejected.

The bid prepared by the bidder shall contain all the documents as mentioned in the bid & shall be submitted after filling signing and stamping on all the pages of the original bid document.

FINANCIAL BID

- a. The currency of all quoted rates shall be **Indian Rupees (INR)**. All payment shall be made in Indian Rupees.
- b. The Financial / Price Bid shall be filled by the parties in figure and words both. The Financial Proposal should be inclusive of all applicable taxes, duties, fees, levies, and other charges imposed under the applicable laws excluding Service Tax. The service tax component shall be re-immersible by the department after receipt of paid challans etc. if applicable.
- c. In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in this LTE document. It should include all costs associated with the Terms of Reference / Scope of Work of the assignment.

LAST DATE FOR SUBMISSION OF LTE

- a. Online bids complete in all respects, must be submitted on or before the last date and time specified in the schedule of events.
- b. The NIPER Ahmedabad may, at its own discretion; alter/extend the last date for submission of LTEs.

BID VALIDITY

- a. All the Bids must be valid for a period of 75 days from the last date of submission of the LTE for execution of Contract. However, the quoted rate should be valid for the initial / extended period of the Contract from the effective date of the Contract. No request will be considered for price revision during the original Contract period.
- b. A bid valid for a shorter period shall be declared as non-responsive.
- c. In exceptional circumstances, prior to expiry of the original time limit, NIPER Ahmedabad may request the bidders to extend the period of validity for a specified additional period beyond the original validity of 75 days. The request and the bidders' responses shall be made in writing. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their EMD / Bid Security.

MODIFICATION / SUBSTITUTION / WITHDRAWAL OF BIDS

- a. No Bid shall be modified, substituted or withdrawn by the Bidder after the Bid's due Date.
- b. Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid's due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

REJECTION OF THE BID

The bid submitted shall become invalid if:

- a. The bidder is found ineligible.
- b. The bidder does not upload all the documents as stipulated in the bid document

Part-E: Evaluation Criteria

1. The financial proposals will be evaluated on Least cost basis method and the bids having least price will be awarded the work;
2. Zero value or predatory bids will be treated as null and void;
3. If more than one bids is having similar pricing being the L-1 bidder, then the selection will be done on the following basis:
 - i) Firstly, the selection will be done on the basis of turnover in Last 3 Financial Year. The bidder having highest turnover will be selected. Turnover to be decided on the basis of average turnover for the last three Financial Years (2021-22, 2020-21 and 2019-20).
 - ii) If First criteria fails then, the bidder having more number of Central Govt. assignments as on the date of Limited Tender will be selected. Work order will be requested in this case.

Part-F: Award of work and related Terms and conditions

1. Award of Contract: After due evaluation of the financial proposals, the Institute will award the contract to the selected bidder/applicant (hereinafter referred to as the "Service Provider").
2. Commencement of Contract: The Service Provider shall commence the work on receipt of letter of intent (LOI) / work order which shall be accepted by the Service Provider within not more than 7 days from the date of receipt of letter of intent (LOI) / work order.
3. Performance Security
 - a) The Service Provider shall be required to furnish a Performance Security on or before contract commencement for an amount of Rs 50, 000/- (Rupees fifty thousand only) in the form of irrevocable bank guarantee issued by any Scheduled Commercial Banks in prescribed format.
 - b) The performance security, as furnished by the Applicant, shall remain valid for a period of 120 days beyond the date of completion of all contractual obligations of the Service Provider under the agreement to be executed by and between the Institute and the Service Provider.
 - c) In case the period of contract is extended further by the Institute in consultation with the Service Provider, the validity of performance security shall also be extended by the Service Provider accordingly, so that such performance security shall remain valid for a period of sixty days after the expiry of the Service Provider obligations for the extended period.
 - d) Failure of Service Provider to comply with the requirements of above clauses shall constitute sufficient grounds for annulment of contract and forfeiture of earnest money / performance security.
4. Termination of Contract: The Institute reserves the absolute right to terminate contract forthwith, if found that contract continuation is not in public interest such as: -
 - a) If the Service Provider fails to provide the services as envisaged herein within the period(s) specified in the contract or any extension thereof as may be granted by Institute. If the Service Provider fails to perform any of the obligation(s) under the contract.
 - b) If at any later date, it is found that the documents and certificates submitted by the Service Provider have been incorrectly furnished / represented, in any manner, are forged or have been manipulated, the work order issued to the Service Provider shall be cancelled and performance security issued to the Institute shall be forfeited without any claim whatsoever on Institute and the Service Provider shall be liable for action as appropriate under the extant laws.
 - c) the Service Provider is not eligible for any compensation or claim in the event of such cancellation alive.
5. Local Conditions:
 - a) It shall be the responsibility of each Service Provider to fully inform / acquaint / familiarize himself with local conditions and factors, which may have any effect on the execution of services to be rendered under the contract. All Applicant(s) intending to proposal shall visit and make themselves thoroughly acquainted with the local site conditions.
 - b) The Institute shall presume that the Service Provider has understood and agreed that all the relevant factors have been kept in view while submitting the proposal. No financial adjustment arising thereof shall be permitted by Institute, on the basis of any non-clarity of

information about local conditions being pleaded by the Applicant. Further, no claim for financial adjustment being made by the contract awarded on this LTE document will be entertained by the Institute.

Part-G: Responsibilities and Obligations of Service provider

Quantum of work and Deployment of Resources:

1. The Service Provider will depute a qualified Chartered Accountant at the Institute. The said CA should be a CA on the rolls of the Firm for more than 1 year.
2. The said official has to mark his attendance through the attendance system maintained at the Institute.
3. Absence of deputed official from the Institute Office for more than 4 hours will be considered as absence and bill of the CA firm will be adjusted accordingly.
4. For every absence, other than national holidays and weekly offs, payment equivalent to the total annual contract value / 365 is liable to be deducted from the quarterly bill amount.
5. The work of the deputed official shall be supervised by a senior FCA member (pre-notified). The FCA must visit the Institute for monthly discussion on progress and performance of the work. (Preferably last Friday of the month)
6. Other Members of the team, if any employed by the firm suo-moto, apart from the full time CA, must be at least Post Graduate in Commerce.
7. The Service Provider shall comply by all laws, rules and regulations framed there under or any other statutory obligations which are in force from time to time. The Service Provider shall indemnify the Institute from any claims in this regard.
8. The responsibility of correctness and accuracy of accounting records will lie with the Service Provider.
9. Standards: The work should be carried out in accordance with the generally accepted accounting practices/principles/Income Tax Act/GST Rules/ GFR 2017/ Purchase manual and other Government of India rules and regulations/Accounting standards issued by the Institute of Chartered Accountants of India (ICAI), directives of Reserve Bank of India, guidelines of ADB/WB and other relevant enactments and notifications published by Central and State governments on time to time. The Service Provider should accordingly consider materiality when planning and performing the work.
10. Empaneled Service Provider shall prepare and file all statutory tax returns well before due dates. Similarly, the Service Provider shall prepare and submit reply of queries / notices issued by Income tax / GST and other taxation Authorities to NIPER-A within the time limit prescribed by the authority concerned. Other matter /work that will be assigned to consultant from time to time in respect of taxation/accounting/financial matters shall be carried out by the firm promptly.
11. In the event of delay on the part of the Service Provider in filing of returns on due date an amount equal to the penalty and interest imposed by the tax authority plus 5% of the penalty and interest amount shall be recovered from the firm.
12. It shall be the sole responsibility of the CA firm to comply with all the relevant provisions in time and any interest/penalty/fine due to violation/non-compliance of any rule/regulation/provision will be borne by the CA firm.
13. In the event of any default in performance/unsatisfactory performance of the Empaneled CA Firm and/or failure in timely submission/non submission of return/required documents, contract shall be terminated by issuing 15 days' notice by Employer in this regard.
14. No termination payment shall be payable by the Employer to Consultant CA Firm.
15. A reasonable Penalty may be imposed on the Service provider by the Institute, as decided by it, if it is found that the Service Provider failed to perform its obligations in any manner. Such penalty may be deducted from the payment to be made to the Service Provider after

giving a written notice.

16. The certificate regarding the accuracy of accounts and correctness of transactions being maintained at the Institute should be given on monthly basis by the firm.
17. Service Provider will maintain high standards of integrity and professional ethics and morality while handling the work of the Institute and dealing with the Institute and its officials. If it is found that this condition of confidentiality is compromised by the Service Provider then the Institute will be at liberty to take further steps (e.g. requesting ICAI for cancellation of license of the Firm) against the Service Provider.
18. NIPER-A Gandhinagar is an institute of national importance and hence, the accounting records and information related to the Institute shall be handled by the Service Provider in a confidential manner and must not be shared with any outsider. No record of the Institute shall be taken outside of the Institute in any case.
19. Any losses sustained by Institute due to negligence of Service Provider's services in the form of any loss / damage of property (including those attributable to individual employees/ manpower engaged by the service provider) will be recoverable from the Service Provider, as the money value shall be estimated by the Institute. The decision of the Institute in this regard will be final and binding on the Service Provider.
20. The Service Provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.
21. Any action on part of Applicant to influence any Officer of the Institute or canvassing in any form shall make the LTE liable for rejection.
22. The Service Provider shall take adequate care in engaging qualified and suitable manpower, including appropriate verification of their character and antecedent. If in the opinion of the Institute authorities, the performance of any of manpower deployed is satisfactory or he / she is not amenable to discipline or their behavior is not conducive to retain them for the work, he / she should be replaced immediately on such request.
23. Manpower deployed by the Service Provider shall be employee of the Service Provider and Service Provider will be solely responsible for any claim whatsoever arise against any service covered under the contract.
24. The Institute shall not be responsible or liable under any laws / or rules or in any case that is in force or that may come in force from time to time in respect of the claim raised by manpower deputed by the Service Provider.
25. It will be the prime responsibility of the Service Provider to provide a suitable substitute to the Institute, if any manpower is absent from duties.
26. The payments of services by the Institute will be affected on quarterly basis in conformity with the other terms and conditions of the LTE. The mode of payment of the agreed fee to be made in consideration of the assignment to be performed by the firm shall be in the following stages: -
 - a) A monthly statement of work performed during the month by the Consultant CA team has to be submitted to the Registrar on 5th day of each following month or the next working day in case 5th of the month is a non-working day. Payment will be made in quarterly equal instalments at the end of each quarter from the commencement of work subject to satisfactory completion of work assigned to CA firm.
 - b) 10% of the contract amount will be withheld from the last instalment (4th Instalment) and the same shall be released after 3 months period subject to no demand from taxation authorities is received for non-filing/ late filing of statutory returns of Income tax/GST etc. and satisfactory completion of assignment.
 - c) The CA firm shall submit quarterly invoice accordingly, which will be verified by Institute before making payment. All relevant taxes will be deducted as per prevalent

- rules and regulations by NIPER-A.
- d) All payments/refunds shall be made electronically in the bank account of the proposer, the details of which have been submitted with financial proposals. Payment will be made in Indian National Rupee (INR) only.

Part-H: Other Terms and Conditions

1. Individual signing the LTE or other documents connected with contract must specify whether he sign as:
 - a. A sole proprietor of the concern or constituted attorney of such sole proprietor;
 - b. A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
 - c. Any other officer duly authorized by the Competent Authority of the Company, if it is a company, etc.
2. A person signing the LTE form or any document forming part of the LTE on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, NIPER Ahmedabad may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
3. The bidder should sign and affix his firm's stamp at each page of the LTE and all its annexure as the acceptance of the offer made by Bidder will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING LTE.
4. **SUBLETTING OF WORK**

The firm shall not assign or sublet the contract/work/job or any part of it to any other person or party. The LTE is not transferable.
5. **ARBITRATION**

If, at any time, any question dispute or difference of whatsoever nature arise between the purchaser/Institution and the bidder/contractor/supplier, upon or in relation to or in connection with purchase order/contract, either party may forthwith give to the other notice in writing of the existence of such question dispute or difference and the same shall be referred to sole arbitration of a nominee of the purchaser/University, who shall give a reasoned/speaking awards. The award of the sole arbitrator shall be final and binding on the parties under the provisions of the Indian Arbitration Act-1996 (Amended up to date) and of the rules, there under. Any statutory amendment, modification or re-enactment thereof for the time being in force, shall be deemed to apply and be incorporated in the contract/purchase order. The sole Arbitrator shall be any officer of the Institution whose name is approved by the Competent Authority. It will not be objectionable if the Sole arbitrator is an officer of the Institution and he has expressed his views on all or any of the matter in question of dispute or difference.
6. Upon every or any such reference, the cost of and incidental to the reference and award respectively shall be in the discretion of the sole arbitrator so appointed who may determine the amount there of or direct the same to be fixed as between the solicitor and client or as between party and shall direct by whom and to whom and in what manner the same is to be borne and paid.

7. The work under the contract shall, if reasonable possible continue/ during the arbitration and proceedings and no payment due or payable by the purchaser/ Institution shall be withheld on account of such proceedings.

8. LEGAL JURISDICTION

All legal proceedings in connection with this tender shall be subject to territorial jurisdiction of the local Civil Courts at Ahmedabad only.

Sd/-
Registrar

Annexure A: Technical Information and Undertaking
[To be submitted on letterhead]

SN	Particulars	Remarks	Page No.
1	Name and Address of the CA Firm		
2	Details of Earnest Money Deposit (EMD) / Security Deposit DD No.: Dated: Drawn on Bank: Amount: Rs. 27,000 (Refundable) (Rupees Twenty Seven Thousand only)		
3	Certificate of Incorporation / Valid Registration Certificate of the Firm		
4	Copies of Income Tax Return (ITR) for the last three financial years (i.e. FY 2019-20, 2020-21, 2021-22)		
5	PAN Card/ TAN card		
6	GST Registration details		
7	Experience certificates		
8	Certificate regarding financial statements duly audited/ certified by Chartered Accountant (CA) for Annual financial turnover for the last three financial years		
9	Valid MSME Udyam Registration/NSIC/SSI certificate, <i>If applicable</i>		
10	Non-Blacklisting Certificate		
11	Declaration for acceptance of LTE terms and conditions, signing each page of LTE		
12	Name and Mobile Number of a Key person, who can be contacted at any time.		

Page number / serial number may be given to each and every page of LTE Documents and photocopies of the documents attached. Mention Page number, wherever the copy(s) of the document(s) are kept.

In case of non-fulfilment of any of the above information / document(s), the LTE will be summarily rejected without giving any notice.

(Dated Signature of the bidder with stamp of firm)

Place:
Date:

Annexure B: NON BLACKLISTING CERTIFICATE
[To be submitted on letterhead]

LTE Ref. No. : NIPER-A/LTE/2022-23/08 dated 17/03/2023

Tender Name : Empanelment of CA firm for Internal Audit and other related work at NIPER-A

I/We hereby certify that the _____[Name of the company / firm] are not blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by NIPER Ahmedabad and also abide all the terms and conditions stipulated in Tender document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, and NIPER Ahmedabad may impose any action as per LTE rules or Government of India Rules regarding public procurement.

Name :
Business Address :
Signature of Bidder :
Seal of the Bidder :

Date :
Place :

Annexure C: DECLARATION FOR ACCEPTANCE OF LTE TERMS AND CONDITIONS

[To be submitted on letterhead]

Dated: _____

To,

The Director,
National Institute of Pharmaceutical Education and Research Ahmedabad
Opp. Air force Station Headquarters, Palaj, Gandhinagar-382355, Gujarat, INDIA

Subject: Declaration for Acceptance of LTE Terms and Conditions

LTE Ref. No. : NIPER-A/LTE/2022-23/08 dated 17/03/2023

Tender Name : Empanelment of CA firm for Internal Audit and other related work at NIPER-A

Sir/Madam,

I/we carefully gone through the Terms & Conditions as mentioned in the above referred LTE document, addendum & corrigendum. I/we declare that all the provisions of this LTE are acceptable to my company unconditionally. I/we further certify that I'm an authorized signatory of my company and am therefore, competent to make this declaration.

Signatures of the Bidder with Name :

Designation :

Company's Seal :

Date :

Place :

Annexure D: BANK DETAILS OF THE BIDDER FOR RELEASE OF PAYMENT
 [To be submitted on letterhead]

Name of the Beneficiary (fill in Capital Letter) As per Bank account															
Bank Account No. (Beneficiary)															
Name of the Bank															
Name of the Branch															
Swift Code / BIC Code															
PAN No.															
Mobile No.															
Email ID															

Name and Signature of the competent authority of the firm

Date and Seal

Turnover during the last three years
[To be submitted on letterhead]

LTE Ref. No. : NIPER-A/LTE/2022-23/08 dated 17/03/2023

Tender Name : Empanelment of CA firm for Internal Audit and other related work at NIPER-A

S. No.	Years	Turnover in Rupees (in words and figures)	Copy Enclosed / Not Enclosed
1.	2021-22		Y / N
2.	2020-21		Y / N
3.	2019-20		Y / N

Copies of relevant documents are to be enclosed in support of above information.

Undertaking

- (a) I hereby certify that all the information furnished above are true and correct to the best of my knowledge. I have no objection to Institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- (b) I also certify that, I have understood the complete scope of work; all terms and conditions indicated in the LTE document and completely accept all of them.

Name and Signature of the competent authority of the firm

Date and Seal

Annexure E: Declaration Regarding Blacklisting / Debarring for Taking Part in LTE
[To be submitted on letterhead]

LTE Ref. No. : NIPER-A/LTE/2022-23/08 dated 17/03/2023

Tender Name : Empanelment of CA firm for Internal Audit and other related work at NIPER-A

1. I/ We _____ (Applicant) hereby declare that the Applicant namely
M/s _____ has not been blacklisted or
debarred in the past by Union / State Government or any Organization from taking part in
Government LTEs in India and has no litigation in any of the Labour Court(s).

(Or)

I / We _____ (Applicant) hereby declare that the Applicant namely
M/s. _____ was
blacklisted or debarred by Union / State Government or any Organization from taking part in
Government LTEs for a period of _____ years w.e.f. _____ to
_____. The period is over on _____ and now the firm / company is entitled
to take part in Government LTEs.

2. In case the above information found false, I / we are fully aware that the LTE / contract will be
rejected/cancelled by Director, NIPER-A Gandhinagar, and EMD / Performance Security shall be
forfeited.

3. In addition to the above, Director NIPER-A Gandhinagar will not be responsible to pay the bills
for any completed / partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)

Name _____

Address _____

Seal & Signature of the authorized signatory of the agency

Annexure F: PROFORMA FOR FINANCIAL BID/ PROPOSAL

[To be submitted on letterhead]

LTE Ref. No. : NIPER-A/LTE/2022-23/08 dated 17/03/2023

Tender Name : Empanelment of CA firm for Internal Audit and other related work at NIPER-A

1. I / we herewith submit the Financial Proposal for the providing Accounting and Auditing services, as per the details give in LTE document and assessed the scope of works thoroughly and have also gone through the LTE documents and understood the terms & conditions stipulated therein before quoting the rates hereunder.
2. Our service charge is _____ per month and _____ per year.
3. Our fee inclusive of all the statutory liability, duties, taxes, fees, other charges except GST.

DECLARATION

4. I / We undertake that the payment to the employees will be made as per minimum wages rates prescribed by Govt. of India from time to time under Minimum Wages Act.
5. We have gone through the terms & conditions stipulated in the LTE document and confirm to a proposal by the same.
6. No other charges would be payable by Institute.

Seal & Signature of the authorized signatory of the agency