

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਡੱਬਵਾਲੀ ਰੋਡ,
ਬਠਿੰਡਾ-151001 (ਪੰਜਾਬ)

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY
DABLWALI ROAD, BATHINDA-151001, PUNJAB (INDIA)

Annexure-A

Terms & Conditions of Bid Document for Hiring of Chartered Accountant Services

Maharaja Ranjit Singh Punjab Technical University (MRSPTU) Bathinda will process the tender as per MRSPTU standard procedure. Tenders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer. University reserves the right to reject any or all or part of tender without assigning any reason. MRSPTU will not be under any obligation to give any clarification to the agencies whose bids are rejected.

A. The firm must fulfill the following criteria:

1. The Firm should be empanelled with CAG and having ranking points minimum 45 as marked by CAG.
2. The firm should have minimum 3 partners out of which one partner should be DISA/CISA qualified and 2 partners should be FCA.
3. The firm should have at least 10 years of standing experience.
4. The Firm should have experience of audit of University/other large Educational Institutions/Govt. Autonomous/ Public Ltd Companies and Financial Institutions etc. having computerized working environment.
5. The firm should have Minimum average turnover of Rs. 20 lakhs per annum in the last 3 financial years.
6. The firm must not have been blacklisted/debarred from ICAI or RBI or any other statutory autonomous body for any misconduct, the firm will have to give an undertaking regarding the same.

B. General Terms & Conditions:


1. This invitation for bids is open to all bidders. Financial bids of only technically qualified firms shall be opened. Conditional Tenders are liable to be rejected.
2. The Auditor so appointed shall carry out the internal audit of University main campus and its Constituent Colleges in Punjab i.e.- GZSCCET, Bathinda; PIT, Rajpura; PIT, Mansa; PIT, GTB Garh, Moga; PIT, Nandgarh; Punjab State Aeronautical Engineering College (PSAEC), Patiala and any other college added to the university during the above said period.
3. A contract agreement shall be entered into where threshold value of order will be Rs. 2 Lacs & above.
4. The validity of the bid shall remain valid for 90 days. No revision will be allowed once the price bids are opened, however university reserves the right negotiate with the eligible lowest tenderer to reduce the rate.

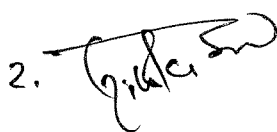
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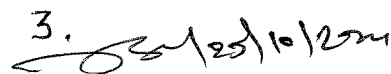
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5. Technical bid (T-1, T-2, T-3) & Financial bid (F-1) must be submitted separately. Rate should be quoted on Financial bid (F-1) for per annum. No separate payment shall be made by the university for Stay/TA/any other for the CA/his staff visiting the university for caring out the work.
6. The tenderer should quote the rates and amount in figures as well as in words the amount for each item should be worked out for the requisite totals given.
7. Tender must accompany Earnest Money of Rs. 20000/- lump sum and should be paid online only. The EMD will be returned to the unsuccessful firms after finalization of the bid and to the successful bidder after submission of performance security amount.
8. On the award of the work, the lowest bidder must deposit a sum equal to 10% of contract value as performance security within 10 (Ten) days in shape of the Bank Guarantee/FDR/Account Payee draft from commercial bank in the name of Registrar, MRSPTU, Bathinda valid for a period of two years and in case of further extension of the contract, the same will be renewed for the remaining period. The same will be returned only after successful completion of work. No interest can be claimed on the security amount.
9. The work order will be released for two years from the date of issue of work order. The extension for one year more will be provided after successful work of the firm with the consent of both parties on same rates as quoted in the financial bid.
10. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract even during the extension in period also. However, if any tenderer withdraws his tender before the said period or makes any modification in the terms and conditions of the tender which are not acceptable to the University, then the University shall, without prejudice to any right or remedy, be at liberty to forfeit the said earnest money/securities absolutely.
11. The acceptance of tender will rest with the competent authority i.e. Registrar and reserves to himself the authority to reject any or all of the tenders received without assigning any reason. All tenders, in which any of the prescribed conditions either not fulfilled or incomplete in any respect are liable to be rejected.
12. On acceptance of tender, the name of the accredited representative(s) of the Firm who would be responsible for taking instructions from the competent authority i.e. Registrar shall be intimated to the University.
13. In case, the date for opening of Technical & Financial Bid happens to be a holiday then these will be opened on the next working day.
14. In case of disablement or death of any worker of the firm while on duty due to any reason the firm will be fully liable to pay necessary benefits/compensation to the concerned as per the rules and regulations and statutory provision. The University will not be responsible or liable in this regard at any stage.
15. Since the auditors will be employees of the firm, the competent Authority of MRSPTU, Bathinda will not have any concern or contact with them either directly or indirectly. All statutory obligations shall be discharged by the firm.
16. The Institute shall provide space, Computer(s)/ Printers to the firm to perform its services. The institute will also provide all primary data to the firm for carrying out the jobs listed in the scope of work.
17. Escalation charges shall not be accepted on any grounds during the pendency of contract.

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18. The firm shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labor laws or any other laws in force in the state of Punjab.
19. The payment shall be released against quarterly bill after satisfactory completion report of the work. The last quarter payment will be released after the filing of annual TDS/GST returns etc.
20. If the firm fails or refuse to complete the work(s) (as explained in scope of work) after accepting the condition of the tender/supply order, at any point of time and University has to get it done from other sources at higher rates, the amount due and the difference in the rates shall be deducted from the firm's bill/securities besides forfeiting the security of the firm, imposing penalty and taking further action as deemed fit by the University.
21. If the firm leaves during the agreement period including extension period, security amount will be forfeited and the firm will be debarred by the university and the matter will be taken up with CAG for further necessary action. The firm will also not be eligible to apply for tender with the university in the future.
22. If the selected firm does not send the Technical Bid/Financial Bid duly signed by them within the stipulated time, their bid is liable to be rejected.
23. If any of the information/documents furnished by the auditor is found to be incorrect, the offer will automatically stand cancelled without entertaining any further correspondence.
24. The firm shall ensure that the advice/ query required by the University is addressed promptly to avoid any loss/ inconvenience to the University.
25. A competent representative of University empanelled Chartered Accountant should remain present on all working days in the University campus at Bathinda.
26. In case of any dispute arising under this agreement, the Vice-Chancellor, Maharaja Ranjit Singh Punjab Technical University Bathinda would act as an Arbitrator and his decision shall be final and binding on both the parties.
27. All disputes will be settled within the jurisdiction of the Head Quarter of MRSPTU, Bathinda.
28. The firm empanelled with the university at present will not be considered for present tender.
29. In case of tie, successful L1 will be considered firstly on the basis of maximum CAG ranking point and then on the basis of higher turnover.

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