

मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल
Maulana Azad National Institute of Technology Bhopal

(भारत सरकार, शिक्षा मंत्रालय के अधीन राष्ट्रीय महत्व का संस्थान)

(An Institution of National Importance under MoE, Govt. of India)



विज्ञापित निविदा पृष्ठताछ

ADVERTISED/OPEN TENDER ENQUIRY (Two Bid System)

सामग्री/वस्तु का नाम
Name of Services

**Empanelment of Chartered Accountant
Firm For MANIT Bhopal**

Website

www.manit.ac.in

Fax No:

0755-2670562

Email Address:

arstores@manit.ac.in
AR (S&P) Ic

Telephone No:

0755-4051000, 0755-4052000

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Maulana Azad National Institute of Technology Bhopal	
(भारत सरकार, शिक्षा मंत्रालय के अधीन राष्ट्रीय महत्व का संस्थान)	
(An Institution of National Importance under MoE, Govt. of India)	
No. MANIT/S&P/2026/358	दिनांक / Date: 30/06/2026
विज्ञापित निविदा पृष्ठताछ	
ADVERTISED/OPEN TENDER ENQUIRY	
सामग्री / वस्तु का नाम Name of Services	Empanelment of Chartered Accountant Firm For MANIT Bhopal
<p>उपरोक्त सामग्री / सेवाएँ के लिए ऑन-लाइन निविदाएँ अमंत्रित की जाती हैं। इच्छुक फर्म / एजेंसियाँ, अधिक जानकारी के लिए संस्थान के वेबसाइट www.manit.ac.in और CPPP वेबसाइट https://eprocure.gov.in/eprocure/app पर लाग-इन कर सकती हैं। बोलीदाता द्वारा भारत सरकार के CPP पोर्टल पर पंजीयन करने के पश्चात् निविदा दस्तावेज डाउनलोड किया जा सकता है।</p> <p>सम्पूर्ण निविदा मय दस्तावेज ई.प्रस्तुत करने की अंतिम तिथि 22/07/2026 अपरान्ह 17.00 बजे तक है। संस्थान निदेशक, बिना कोई कारण बताए किसी या संपूर्ण निविदा को पूर्ण या आंशिक रूप से स्वीकार या अस्वीकार करने का अधिकार सुरक्षित है।</p>	
	कुलसचिव
<p>Online Tenders are invited for aforesaid Services. Interested Firms/Agencies may log on to the Institute website www.manit.ac.in and CPPP website https://eprocure.gov.in/eprocure/app for further details. Tender Document can be downloaded after registration of firm on CPP Portal of Government of India.</p> <p>Last date of E-submission of complete tender document is 22/07/2026 up to 17.00 hours. The Director of the Institute reserves the right to accept or reject any or the entire tender in full or in part without assigning any reason whatsoever.</p>	

मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल
Maulana Azad National Institute of Technology Bhopal

एक नजर में महत्वपूर्ण जानकारियाँ
IMPORTANT INFORMATION AT A GLANCE

निविदा का कार्यक्षेत्र Scope of Tender	Empanelment of Chartered Accountant Firm for MANIT Bhopal
निविदा दस्तावेज की उपलब्धता Access of Tender Document	Institute website www.manit.ac.in or CPPP website: https://eprocure.gov.in/eprocure/app
निविदा की अनुमानित लागत Cost of Tender of Contract Per Year	Rs. 7,20,000/- Plus GST
निविदा दिनांक एवं समय Date & Time of Pre-bid Meeting	13/07/2026 at 11.00 hours Institute Committee Room
बोली सुरक्षा/बयाना राशि Earnest Money Deposit (EMD)	Rs. 50,000 (Fifty Thousand)
निविदा जमा करने के अंतिम दिनांक एवं समय Last Date & Time of Submission of Tender	22/07/2026 up to 17:00 hours
तकनीकी निविदा खुलने की दिनांक एवं समय Date & Time of Opening of Techno-commercial Bids	24/07/2026 at 12:00 hours
मूल्य बोली खुलने की दिनांक एवं समय Date & Time of Opening of Price Bids	Shall be informed after evaluation of techno-commercial bid through website https://eprocure.gov.in/eprocure/app
निविदा वैधता की अवधि Tender Validity period	90 days from the date of opening of the Technical Bid
निष्पादन सुरक्षा राशि Performance Security	5% of Contract Value.
अनुबंध की अवधि Period of Contract of Empanelment of Chartered Accountant Firm.	Initially for one year, thereafter, the same may be renewed for a further period of four years (on yearly basis) depending upon the performance of firm and discretion of the Institute. The extension may be given with 5% annual increment on completion of 2 years and other, terms & conditions of the contract are same.
Bank Details for EMD submission	ACCOUNT NAME:-MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL ACCOUNT NO-10020150107 IFSC CODE- SBIN0001608 (Note: Transaction Receipt to be uploaded)

CHAPTER-I**बोलीदाता के लिये निर्देश / अनुदेश / INSTRUCTIONS TO FIRMS**

1	General Preface:
a	<p>मौलाना आजाद राष्ट्रीय तकनीकी संस्थान, तकनीकी शिक्षा के क्षेत्र में राष्ट्रीय महत्व के एक अग्रणी संस्थानों में से एक है। मध्य भारत में उत्कृष्टता केंद्र विकसित करने के उद्देश्य से स्थापित इसका लक्ष्य शिक्षण एवं शोध को सुदृढ़ बनाने के साथ ही ग्रामीण समुदाय, समाज एवं उद्योग की आवश्यकताओं को पूरा करने वाला तकनीकी शिक्षा का बहुविषयी केंद्र बनना है। संस्थान शिक्षा मंत्रालय, भारत सरकार द्वारा वित्त पोषित है तथा इसका संचालन नेशनल इंस्टिट्यूट ऑफ टेक्नोलॉजी, साइंस एजुकेशन एण्ड रिसर्च एक्ट 2007 के प्रावधानों अनुसार गठित संचालक मंडल द्वारा किया जाता है।</p> <p>Maulana Azad National Institute of Technology (MANIT) is one of the leading institutions of national importance in the area of technical education, established with the objective of developing a “Centre of Excellence” in the central region. Its aim at becoming a multi-disciplinary Centre for technical education by strengthening both teaching and research activities besides contributing to the needs of rural community, society and industry at large.</p> <p>Institute is fully funded by Ministry of Education, Government of India and is governed as per provisions made under the National Institute of Technology, Science Education and Research Act 2007. (NITSER Act 2007).</p>
b	<p>MANIT Bhopal receiving annual total grant of Rs.250 crores and student fees of Rs.70 crores every year. The volume of financial transaction is very high. The monthly average vouchers approx. 800 numbers generated. Hence, firms are advised to quote the price inclusive of everything.</p>
2	Pre-bid Information:
a	<p>Firms may attend the pre-bid meeting scheduled as mentioned at IMPORTANT INFORMATION AT GLANCE sheet. Techno-commercial queries may also be submitted through email only on or before pre-bid meeting for consideration.</p>
3	EMD
a	<p>The EMD will be returned to the unsuccessful firms soon after the orders are placed on the successful firm.</p>
b	<p>The EMD will be returned to the successful firm soon after award of contract and on submission of performance bank guarantee.</p>
c	<p>Firms registered under MSME/SSI/NSIC are exempted from submission of EMD. But they must enclose the exemption certificate for the same services in this contract. If certificate not attached and no EMD is found enclosed, the offer shall be rejected. The firm seeking EMD exemption must submit the valid supporting document for the relevant category. Service providers for services are eligible for exemption from EMD under MSE Category. Traders are excluded from the purview of this policy.</p>
4	Tender & its Clarification:
a	<p>The tender document can only be downloaded free of cost after registration of firm on website: https://eprocure.gov.in/eprocure/app between start date and end date of tender.</p>

	b	A prospective firm requiring clarification on the tender document may notify the concerned HOD/ Sectional head in writing, well before the prescribed date for clarification and a response will be sent in writing to the clarifications sought prior to the date of opening of the tenders.
5	Amendment & Corrigendum:	
	a	At any time prior to the date submission of bids, the purchaser, may, for any reason, whether at its own initiative or in response to a clarification sought by a prospective firm, amend bid document by issuing corrigendum.
	b	The corrigendum will be notified/ published in e-tendering website https://eprocure.gov.in/eprocure/app & Institute website only. Any corrigendum, addendum etc. issued shall be part of this tender document and shall be made available on this e-tending portal.
	c	In order to afford prospective firms reasonable time in which to take the amendment into account in preparing their bids, the purchaser may, at its discretion, extend the last date for the receipt of bids if required.
6	Techno-commercial Bid Submission:	
	Firms should submit following documents sequentially duly signed along with techno-commercial bid:	
	a	ANNEXURE-I, II, III,IV,V duly filled & signed.
	b	Copy of other documents as mentioned in Chapter-III-“ELIGIBILITY & QUALIFICATION CRITERIA.
	c	The person signing the tender form or any other documents on behalf of the firm shall be deemed to warrant that he has authority to bind the firm. If it subsequently comes to light that the person so signed had no authority to do so, the purchaser may without prejudice to any other civil & criminal remedies cancel the tender and hold the firm liable for all costs, charges and damages.
	d	The firm is expected to examine all Instructions, Forms, Terms & Conditions and Specifications in the tender document and to furnish with its bid all documents or information as required in tender document through e-tendering website i.e. https://eprocure.gov.in/eprocure/app . No documents shall be submitted in hard copy (s).
	e	The firm is instructed to give their online offer through two bid systems for this tender. i.e. Techno-commercial Bid and Price Bid.
	f	The Techno-commercial bid cover shall include/ contain illustrated leaflet giving technical details & technical specifications of offered Services and also the commercial documents as mentioned in tender document for the services to be rendered EXCLUDING ANY PRICE DETAILS THEREOF.
	g	The Price bid cover shall contain only prices of the Services offered for supply and the charges for the services to be rendered.
	h	Tenders received in open covers/ letters/ fax/ email will not be considered.
	i	Complete & concise bids (Techno-commercial & Price) must be uploaded on the website https://eprocure.gov.in/eprocure/app within the stipulated time frame of the tender.
	j	The Institute may, at its discretion, extend the deadline for the submission of bids by amending the tender documents, in which case all rights and obligations of the Institute and firms previously subject to the deadline shall thereafter be subject to the deadline as extended. The prospective firms are advised to remain in touch with website for any update in respect of their tender.

7	Price Bid Submission:	
	a	The Prices should be quoted in ANNEXURE-VI .
	b	Firm shall prepare price bid as per the format in .xls format and upload the same in CPPP. In case of any difficulty, may contact on toll free numbers available on CPPP.
	c	The firm would have to quote the prices for the total scope of work/servcies. Partial quote is liable to be rejected.
	d	The firm should consider all costs including everything. In this regard no claim whatsoever shall be entertained.
	e	The firms are advised not to indicate any separate discount. Discounts, if any, should be merged with the quoted unit prices. Discounts of any type, indicated separately, will not be considered for evaluation purposes. However, in the event of such an offer, without considering discount, is found to be the lowest, the purchaser shall avail such discount at the time of award of contract.
	f	No extra payment shall be paid on account of any discrepancy in nomenclature of items. The firm shall seek clarifications if any before submitting the tender.
g	No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained during the contract period.	
8	Opening of Techno-commercial & Price Bid:	
	a	The Techno-commercial Bid of tenders will be opened as per schedule mentioned at Important Information at a glance sheet.
b	The Price bid of only techno-commercially qualified firms will be opened on the stipulated due date. The date & time for opening of Price Bid shall be intimated to the techno-commercially qualified firms through website https://eprocure.gov.in/eprocure/app or telephonically or email, after the evaluation of Techno-commercial Bid.	
9	Withdrawal & re-submission:	
	a	The firm, after submitting the tender, is permitted to withdraw and re-submission as per laid down the procedure given on Government CPPP up to the date and time of the tender through on-line only. Any such request received after prescribed date and time of receipt of tender will not be considered. No bid shall be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity. Withdrawal of bid during this period will result in forfeiture of the firm's EMD and imposition of other sanctions.
10	Evaluation criteria & award of contract :	
	a	First, Techno-commercial evaluation shall be evaluated as per the eligibility & qualification criteria as specified at Chapter-III .
b	In case there is a tie between the L-1 firms, the contract shall be awarded based on the following criteria, in order of preference: <ol style="list-style-type: none"> 1. The firm has a higher number of partners. 2. In case the tie still persists, the firm having a greater number of assignments related to preparation of annual accounts of NITs, IITs, IISERs, IISc, Central Universities, and other CFTIs. 	
11	Bill & its Payment:	
	a	Monthly bills raised by the firm along with details of work done during month. payment will be made after deduction of statutory taxes.

12	Performance Security Deposit:			
	a	The firm has to deposit performance security for contract period plus two months as mentioned at IMPORTANT INFORMATION AT GLANCE sheet through DD/FDR/RTGS/NEFT/BG/Bank Deposit within a week after award of contract:		
		Account Name	Bank Name	Bank A/c No.
		Bank IFS Code		
		Maulana Azad National Institute of Technology Bhopal	State Bank of India	10020150107 SBIN0001608
b	In case of breach of contract, performance security shall be forfeited, and the firm shall be blacklisted for such period as decided by the competent authority in addition to cancellation of order.			
c	Performance Security shall be returned to the firm without any interest, whatsoever, after completion contract period as specified in the tender.			
d	In case of failure of submitting Security Deposit within the said period, the work order shall be treated as cancelled.			
13	Termination of Contract:			
	This contract can be terminated under any one of the following circumstances:			
	a	If in the opinion of the authorities such termination is in the interest of the Institute by giving one month notice by the Institute, without assigning any reason. This termination will not be challenged by the firm.		
	b	The firm not performing his duties properly as per the agreed terms and conditions of the contract. The Institute shall decide whether the performance of the firm meets specification or is deficient and to what degree.		
	c	For committing breach of the terms & conditions of the contract or assigning the contract or any part thereof by the agency to any third party or subletting whole or part of the contract or the premises to any third party. The notice period shall be one week.		
d	The Firm/Agency being declared as insolvent by the court of law. The notice period shall be one week.			
14	Disputes and Jurisdiction:			
	a	The Institute decision shall be binding for execution of the contract. Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director of Institute is the sole arbitrator to decide the same and his decision is final and binding on both the agency and the Institute as per the provisions of the Arbitration and Conciliation Act 1996. Even if differences persist, it will be decided under the court of law in Bhopal jurisdiction only.		

CHAPTER-II

Scope of Work for Chartered Accountant (CA) Empanelment Firm

1. Preparation of Annual Accounts of Maulana Azad National Institute of Technology Bhopal in the prescribed format issued by the Ministry of Education, including Accounts Consultancy, NPS, Provident Fund, and such other accounts as may be assigned by the Competent Authority of the Institute from time to time. Preparation of Utilization Certificates and other financial reports required to be submitted periodically to the Ministry.
2. Ensuring accuracy and proper maintenance of Books of Accounts, files, registers, Monthly Bank Reconciliation Statements, Stock Registers, Asset Registers (as per GFR 2017), Salary Registers, and other related financial records.
3. Reconciliation of Trial Balance schedules and Bank Accounts, and preparation of Final Accounts as prescribed by the Ministry of Education/Department of Education.
4. Verification and review of day-to-day financial transactions to ensure compliance with General Financial Rules (GFR), Accounting Standards, correct classification of expenditure, use of appropriate ledgers and cost centres in accounting systems, and arithmetical accuracy.
5. Preparation of replies to Government Audit observations and assistance in accounting treatment thereof. In case of any observations raised by the Comptroller & Auditor General (C&AG), GST Department, Income Tax Department, or any other statutory authority during the engagement period, the appointed CA Firm shall provide necessary assistance, representation, and ensure timely compliance.
6. Reconciliation of student fee receipts and other dues, release of scholarships and caution money, and verification of outstanding balances relating to student fee receivables and income from consultancy, rent, and other miscellaneous receipts.
7. Assistance in preparation and verification of Capital and Revenue Expenditure Accounts, NPS Accounts, vouchers, accounting transactions, cash/bank balances, investments, trial balances, and related financial statements.
8. Review and audit of employee-related claims such as TA/DA, Medical Reimbursement, LTC, Children Education Allowance, Salary Payments, Superannuation Benefits, Pension matters, and other service-related financial claims.
9. Preparation and certification of Form 15CA/15CB for international remittances and foreign payments as and when required, without delay, and assistance in matters related to foreign funding/FCRA/FEMA compliances.
10. Providing professional advisory and consultancy services in the area of Financial Management, Taxation, Accounting Compliance, GST, Income Tax, TDS, and other statutory financial matters.
11. Preparation of monthly/quarterly and annual taxation data from Tally and supporting vouchers for filing of statutory returns relating to Income Tax, TDS, GST, Professional Tax, and submission of revised returns, wherever required, within prescribed timelines. Any penalty arising due to delay attributing to the CA Firm shall be the sole responsibility of the Firm. Preparation of replies, representations, and liaison with statutory authorities shall also be included.
12. Verification and checking of financial transactions recorded in the Cash Book, Bank Book, and other ancillary records maintained by the Institute, including reconciliation of physical cash balances with book records.

13. Preparation, review, checking, and certification of Utilization Certificates, Statements of Expenditure, and financial statements relating to research projects, sponsored projects, and externally funded schemes.
14. The following minimum deployment/man-hour requirement shall be ensured by the CA Firm during the engagement period at MANIT Bhopal (In-Person Mode):

Sr No	Personals	No. of Person	Frequency of Visit	Hours Required	Remarks
1	Senior Partner/Head	1	Once in Quater	As per need	To discuss important matters.
2	CA qualified	1	Once in Month	As per need	Review and supervision of work.
3	CA- Inter	At least 1 (Firm may depute more numbers within the contract amount, no additional amount will be paid.)	Full Month	8 Hours Per Day (5 Day Working)	Must possess knowledge of Tally, Excel and statutory compliances as per scope of work.

15. Any other works/services assigned from time to time.

CHAPTER-III

Techno-Commercial Qualification Criteria

No	Parameters	Criteria	Annexure
1	Registered Office	The Chartered Accountant Firm should be based at Bhopal or have branch office at Bhopal. (Proof of office must be attached)	Annexure-I
2	Registration with ICAI	The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and must have Permanent Account Number (PAN) and Valid GST Registration (Proof must be attached)	
3	Empaneled with CAG	The Firm should be empaneled with Comptroller and Auditor General of India (C&AG). (Proof must be attached)	
4	Establishment of Firm	The Firm should have been in operation for at least 10 years after its registration. (Proof must be attached)	
5	Partners of Firm	a. The Firm should have at least 10 (Ten) full time FCA Partners. b. The Firm should have at least 2 (Two) DISA holding Partners. (Proof must be attached)	Annexure-II
6	Turnover of Firm	Average Annual Revenue (Gross Professional Fees received during the last 3 years period i.e. F.Y. 2023-24, 2024-25 and 2025-26) of the Firm in the last 3 financial years must be equal to or more than Rs. 1 crore (one crore). (Proof must be attached)	Annexure-III
7	Experience of Firm	a. The Firm should have at least 5 years of experience of handling the Audit/Accounts of Central Autonomous educational institute of repute like (NIT/IIT/IIM/IISER/Central University/CFTIs). b. The Firm should have completed at least 2 two similar assignments (during last five years i.e since FY 2021-22) with respect to preparation of Annual Accounts of CFTI such as NITs, IITs, IISERs, IISc and Central University/CFTIs. (Proof must be attached)	Annexure-IV
8	Undertaking of Firm	The firm/ partner has not been debarred/blacklisted by any Bank / State Govt. / Central Govt./ State PSU/ CPSU/SEB/ Public Utility as on date. There should be no legal suit/criminal case pending or contemplated against CA firm on the ground of moral turpitude or for violation of any law in force.	Annexure-V

FIRM'S INFORMATION FORM -ANNEXURE-I

Name of Firm →		
Registered Office Address →	Email:-..... Phone no.....	Attach proof of office address in Bhopal.
Year of Establishment →	Certificate/Regi. No..... Date.....	Attach proof of establishment/in operation at least 10 years.
Registration with ICAI	Certificate/Regi. No..... Date.....	Attach proof of ICAI registration.
Empaneled with CAG →	Certificate/Regi. No..... Date.....	Attach proof of CAG empaneled certificate/registration.
Income Tax PAN →	PAN.....	Attach proof of PAN
GST Number →	No.....	Attach proof of GSTIN

DECLARATION

It is certified that the information furnished in this form is complete and correct to the best of our knowledge & belief. **Photocopies of these above-mentioned registration numbers are being attached sequentially.**

Signature of authorized Person and Seal

FIRMS' PARTNER DETAILS-ANNEXURE-II

Name of Firm →					
SR. No	Name of the Member	Designation	Membership No.	Status (FCA/ACA)	DISA
1					
2					
3					
4					
5					
6					
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8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Furnish the copy of the documentary evidence in support of the Information provided above. Please attach additional sheets, if required.

DECLARATION

It is certified that the information furnished in this form is complete and correct to the best of our knowledge & belief. **Photocopies of these above-mentioned registration numbers are being attached sequentially.**

Signature of authorized Person and Seal

FIRM'S TURNOVER DETAILS-ANNEXURE-III

Name of Firm →	
-----------------------	--

Details of CA Firm's Professional Income (Gross Professional Fee earned **Avg: Rs. 1 crore**)

Particular	Financial Year 2023-24	Financial Year 2024-25	Financial Year 2025-26	Average Annual Income
Annual Income* (Rs. In Crores)				

* Furnish the Audited Accounts of the Firm or CA certification for 2023-24, 2024-25, 2025-26.

DECLARATION

It is certified that the information furnished in this form is complete and correct to the best of our knowledge & belief. **Photocopies of these above-mentioned are being attached sequentially.**

Signature of authorized Person and Seal

FIRM'S EXPERIENCE DETAILS-ANNEXURE-IV

Name of Firm →

a. Details of 5 years' experience. :- The Firm should have at least 5 years of experience of handling the Audit/Accounts of Central Autonomous educational institute of repute like (NIT/IIT/IIM/IISER/Central University/CFTIs).

SN	Name of the organization with address	Period of Contract		Nature of Services	Proof Attach
		From	To		
1.					
2.					
3.					
4.					
5.					

b. Details of At least 2 Assignments in Last 5 Years (Since 2021-22) :- The Firm should have completed at least 2 two similar assignments (during last five years i.e since FY 2021-22) with respect to preparation of Annual Accounts of CFTI such as NITs, IITs, IISERs, IISc and Central University/CFTIs.

SN	Name of the Institute <i>(IIT, IIM, IIIT, IISER, NIT, AIIMS, central universities, and CFTIs)</i>	Period of Contract		Annual Account Preparation	Proof Attach
		From	To		
1.					
2.					
3.					
4.					

DECLARATION

It is certified that the information furnished is complete and correct to the best of our knowledge & belief. Nothing has been concealed.

Furnish the copy of the satisfactory work completion certificate issued by the respective Institutes in support of the Information provided above. Please attach additional sheets, if required.

Signature of authorized Person and Seal

Note:

1 Please attach all the above-mentioned documents for evaluation purposes.

FIRMS' UNDERTAKING-ANNEXURE-V

Name of Firm →	
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**Affidavit to be executed on Rs.500/- Stamp paper & attested by
Public Notary/Executive Magistrate by the Firm.**

I / We Proprietor/ Partner(s)/ Director(s) of M/S.....hereby declare that the firm/company namely M/S.....has not been blacklisted or debarred in the past by MANIT Bhopal or any other Government organization from taking part in Government tenders.

Neither

There should be no legal suit/criminal case pending or contemplated againstCA firm on the ground of moral turpitude or for violation of any law in force.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by MANIT Bhopal, and EMD/SD/PG shall be forfeited. In addition to the above MANIT Bhopal, will not be responsible to pay the bills for any completed/ partially completed work

Signature of authorized Person and Seal
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Price Bid of Firm-ANNEXURE-VI

(This price bid shall be opened only for those firms which are techno-commercial qualified)

Name of Firm →	
Name of Authorized Person→	
Contract No with e-mail ID→	

Annual Fees For One Year			
Sr	Fees Details	Amount	In Words
1	Complete Annual Fees for One Year (As mentioned in scope work Chapter II)		

Note:-

1. The rate must be quoted in view of the quantum of services mentioned as per above.
2. Quoted fee should be all inclusive except GST.
3. No other charges on account of travelling, accommodation, food and other expenses of any services will be paid.
4. However, the facility related to printing, stationery and computers etc. will be arranged by the Institute for the jobs being executed in the Institute premises.
5. **Payment Schedule:** The firm shall raise bills on monthly basis along with details of work done.
6. GST will be paid extra as applicable. Statutory changes in GST rate if any shall be borne by the Institute.

DECLARATION

It is certified that firm have gone through the complete documents carefully. We undertake that the rates quoted above by us will not change during the tender period. We also accept the payment schedule/payment terms.

Signature of authorized Person and Seal