

TENDER DOCUMENT THE JIND CENTRAL CO-OP BANK LTD



**E-Tender Document
For
Appointment of Chartered Accountant Firm for Filling of various Returns
of the Head Office and 33 Branches
Of
“THE JIND CENTRAL CO-OPERATIVE BANK LTD”
Situated in Jind District.**

Date of Downloading Tender Form	:	16.05.2020 from 1330 Hrs to 31.05.2020 upto 1630 Hrs
Last Date for Online Submission of Tender	:	Upto 1630 Hrs on 31.05.2020
Date of Pre-Bid Meeting	:	25.05.2020 At 1130 Hrs
Date of Opening of Technical Bid	:	01.06.2020 At 1230 Hrs
Date of Opening of Financial Bid	:	01.06.2020 At 1300 Hrs
Venue for Opening of Bid	:	Bays No.1-4, Distt. Shopping Centre, Huda Ground, Urban Estate, Jind-126102, Haryana

E-mail: cbsjind.haryana@gmail.com

Website: www.jindccb.com

NOTICE INVITING E-TENDER

E-tenders are hereby invited on behalf of The Jind Central Co-operative Bank Ltd., under two Bid system i.e. Technical and Financial for Appointment of well- established and well-reputed Chartered Accountant Firm for 3 years for filling of various returns which the Bank may required to file for the Head Office and 33 Branches of this Bank.

Ref. No.	e-Tender/CA/Firm
Description	Appointment of Chartered Accountant Firm for 3 years for filling of various returns which the Bank may required to file for the Head Office and 33 Branches of the Bank.
Estimated Value of the tender	Rs. 5,00,000.00/-
Earnest Money Deposit	Rs. 10000.00
Tender Fee(Non refundable)	Rs. 1000/-
E-service fees(Non refundable)	Rs. 1180/-
Start date & time of Bid preparation & online submission of tender	16.05.2020 at 1.30 P.M.
Last dated & time for Bid preparation & submission by bidders.	31.05.2020 at 16.30 P.M.
Date and time of opening Technical Bid	01.06.2020 at 12.30 P.M.
Date & Time of opening Financial/Price Bid	01.06.2020 at 1:00 P.M.

The complete bidding documents, fee details, technical specifications and key dates can be viewed/downloaded from the web sites <https://etenders.hry.nic.in> and www.jindccb.com Bid through any other mode shall not be entertained.

The General Manager, The Jind Central Co-operative Bank Ltd. reserves the right to accept or reject the tendering process at any stage without assigning any reason whatsoever

General Manager

The Jind Central Co-operative Bank Ltd.

OTHER DETAILS:-

Sr.No	Name of Work	EMD to be deposited	Tender Estimated Value	Tender Document Fee and E-Services Fees	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission
1	Appointment of Chartered Accountant Firm for 3 years for filling of various returns which the Bank may required to file for the Head Office and 33 Branches of the Bank.	Rs.10,000/- (Rs. Ten Thousand Only)	Rs.5,00,000 (Rs. five Lakh Only)	Rs.1000+Rs.1180 = Rs.2180/- (Rs. Two Thousand one hundred eighty Only)	15.05.2020 At 1330 Hrs	31.05.2020 At 1600 Hrs

1. Bid documents can be downloaded online from the portal <https://etenders.hry.nic.in>.
2. The details of the Bid Document Cost / EMD are required to be uploaded at the time of Online Submission, the Bidders are therefore required to keep the scanned copies of prequalification and other documents of the above mentioned documents ready.
3. **SUBMISSION OF TENDER:** The tender shall be submitted online by the tenderer in the following three separate covers online:-
 - a) **Fee:** Scanned copy of Bid Document Cost / EMD.
 - b) **Prequal /Technical:** The cover shall contain scanned copies of the prequalification documents, technical parameter / technical bid to be submitted online & offline by the bidder.
 - c) **Financial:** This cover contains contract schedule of rates (BOQ) to be submitted online & offline by the bidder.

Duly signed and completed separate hard covers of Technical Bid and Price Bid are to be submitted for each proposal. The Technical Bid and Price Bid for the proposal should be enclosed in separate sealed envelopes and these two envelopes be placed in a single sealed envelope **and** submitted to

The General Manager
The Jind Central Co-operative Bank Ltd.,

**Bays No.1-4, Distt. Shopping Centre,
Huda Ground, Urban Estate,
Jind-126102, Haryana**

on or before 31.05.2020 upto 5:00 PM.

4. **OPENING OF BID** :- In the first instance, the cover of all the Bidders containing the Bid Document Cost / EMD shall be opened online as well as physically. If the Bid Document Cost / EMD is found proper and in order then the cover containing prequalification / Technical Bid shall be opened. The Financial cover shall be opened only of those tenderers who meet the Pre-Qualification / Technical Bid criteria as per these Bid documents. The date of opening of Financial Bid shall be fixed after the opening of Prequalification / Technical Bid.
5. The contractual agencies should submit their tender documents (Online and physical) strictly.
6. In case bid is submitted by a bidder online and technical bid, earnest money deposit or other documents as required as per the bid documents, are not submitted in physical form then the bid of the bidder would be rejected.
7. In case, the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.
8. The tender of the bidder who does not satisfy the qualification criteria in the bid documents are liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
9. No definite volume of work to be performed during the currency of the contract can be guaranteed by The Jind Central Co-operative Bank Ltd; Jind No claim shall lie against Bank on this account.
10. The Jind Central Co-operative Bank Ltd; Jind reserves the right to accept / reject any/all the tenders without assigning any reason; the decision of the Bank shall be final and binding on tenderer.

TABLE OF CONTENTS

Instructions to Bidder on E-tender.....	6
Scope of Work	10
Eligibility Criteria for Bidders:	10
Price Bid.....	12
Vendor Assessment methodology	13
Opening of Tender.....	14
Interview and Acceptance of Tender.....	15
Period of Validity.....	15
<i>Annexure 1</i>	
<i>Self-Declaration on not being blacklisted.....</i>	<i>17</i>
<i>Annexure 2</i>	
<i>Format of Net Worth and Annual Turnover.....</i>	<i>18</i>
<i>Annexure 3</i>	
<i>Technical Bid.....</i>	<i>19</i>
<i>Annexure 4</i>	
<i>Checklist to be enclosed with Technical bid (Eligibility Criteria).....</i>	<i>21</i>
<i>Annexure 5</i>	
<i>Financial Bid.....</i>	<i>23</i>

1. INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e-Procurement Portal:-

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in>. Please visit the website for more details.

2. Obtaining a Digital Certificate:

- 1) The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates should be issued by an Approved Certifying Authority, authorised by the Controller of Certifying Authorities, Government of India.
- 2) A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in>.
- 3) The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities.
- 4) Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).
- 5) In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- 6) In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
- 7) The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

- 3. Set up of machine:** In order to operate on the electronic tender management system, the user's machine is required to be set up. The user's machine must be Java JRE 8 Update 151(32 bit), 161(32 bit), 171(32 bit), 181(32 bit), 191(32 bit), 201(32 bit) & DC setup and Internet explorer 10 and above/Mozilla Firefox 46.0.1 Version only. The link for downloading Java JRE 8 & DC setup are available on the Home page of the e-tendering Portal and a help file on setting up of the system can also be downloaded from the home page of the website - <https://etenders.hry.nic.in>

4. Online Viewing of Detailed Notice Inviting Tenders:

The contractors can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the electronic tendering system on the government e-procurement website <https://etenders.hry.nic.in> or Bank's website <http://www.jinddccb.com/>

5. Download of Tender Documents:

The tender documents can be downloaded by the registered user from the Electronic Tendering System through the Portal <https://etenders.hry.nic.in>

6. Key Dates:

The contractors are strictly advised to follow dates and times as indicated in the Notice Inviting Tenders. The date and time will be binding on all contractors. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the Notice Inviting Tenders.

7. Online Payment e-Service fee::

The online payment for eService fee can be done using the secure electronic payment gateway by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks

8. Bid Preparation and Submission of Bids online:-

Detailed Tender documents may be downloaded from e-tender website (<http://etenders.hry.nic.in>) and tender mandatorily be submitted online.

The Payment for Tender document fee & Earnest Money Deposit (EMD) would be made online by the Bidder/ Contractor directly through debit card, credit card, Internet Banking etc. The Bidder have to submitted the scanned copies of document fee & EMD under Fee cover physically.

Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online Pre-equal/ Technical Cover: The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Cover.

FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online in the Excel Format under Commercial Cover

9. Submission of actual online bids:

Contactors have to submit their bids online and upload the relevant documents. The process is required to be completed within the date and time as stated in the Notice Inviting Tenders (Key Dates). The electronic bids of only those contactors who have submitted their bid within the stipulated time, as per the tender time schedule (Key Dates), will be accepted by the system. A contractor who does not submit his bid within the stipulated time will not be allowed to submit his bid by the E-Tendering System.

Note:- Bidders participating in e-tendering shall check the validity of his/her Digital Signature Certificate before bidding in the Tenders floated online at e-tendering website <https://etenders.hry.nic.in>

10. ASSISTANCE TO THE BIDDERS:

In case of any query regarding process of e-tender s , the helpdesk detai ls are given in the e-tender website.

For any issues/ Clarification relating to the published tenders, Bidders are requested to contact the respective Tender Inviting Authority.

Tel: 0120-4001 002, 0120-4200 462

Mob. 8826246593

Email: - support-eproc@nic.in, eproc.nichry@yahoo.com

Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this e-Procurement Portal

1. Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/MtnlTrustline/SafeScript/TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrollment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be In-activated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
10. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
11. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process
13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

14. It is important to note that, **the bidder has to click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.**
15. In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected
16. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the eProcurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer(SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
25. The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time **(as per Server System Clock)**

3. SCOPE OF WORK:

The Jind Central Co-operative Bank Ltd; Jind invites online E-tendering bids for Appointment of well- established and well-reputed Chartered Accountant Firm for 3 years for filling of various returns such as A.I.R., TDS returns of all the Branches, TDS deduction on Salary, Reply of various Notices of Income Tax (IT)/ GST or any other related department, Online form 16/16 A, Online 15G/15H, Form no. 60/61, CTR, Returns of GST and any other returns which the bank may required to file for the Head Office and 33 Branches of the Bank.

4. Eligibility Criteria for Bidders:

S.No.	Clause	Documents required
1.	Processing fee for Tender should have been submitted.	The payment of Tender Document Fee INR 1000/- (One Thousand Rupees Only) and eService Fee Rs. 1180/- (Rupees one thousand one hundred eighty only (Non-refundable) would be made by eligible bidders online.
2.	Earnest Money Deposit(EMD)	The Payment for EMD of Rs. 10,000 (Rs. Ten Thousand Only) would be made online by the bidders.
3.	The CA Firm should be a Partnership firm existing for more than past 5 years.	The bidder shall provide the Certificate of Incorporation for Registered Companies, Partnership Deed for Partnership Firms/VAT or Service Tax/GST Registration Certificate.
4.	The CA firm must be registered with the Institute of Chartered Accountants of India (ICAI). Firm must have DISA (Diploma in Information System Audit) qualified Partner.	Signed photocopies with the CA firm's seal of supporting documents must be enclosed.
5.	Bidders Firm must have Fellow Chartered Accountants (FCA) (FCA is chartered accountant who holds certificate of practice for more than 5 years)	Copy of certificate attached as proof thereof.
6.	The minimum Turn-over of the bidding company during last two audited financial years should be minimum Rs.10.00 Lac per year.	Audited Balance sheet of the Bidder for each of the last 2 financial years.
7.	The Firm should have positive net worth (measured as paid-up capital plus free reserves) and should be profit making company for at least two years out of the last three audited financial years(FY2016-17, FY2017-18 & FY2018-19)	Audited Balance sheet and Profit & Loss account statement of the Bidder for each of the last 3 audited financial years.

8.	Firm must have Experience of minimum 3(three) years for filling of above said returns mentioned in Scope of work.	Signed photocopies with the CA firm's seal of work orders must be enclosed.
9.	Firm Should not have been black listed by any central/State Government Department/ Organization for breach of any applicable law or violation of regulatory prescriptions or breach of agreement as on date of submission of Bid.	An affidavit as per the Annexure-2 to be submitted by bidder.
10.	The CA firm should have its registered Head Office/Branch Office in Jind, Haryana.	Copy of Proof of Address attached.
11.	The Firm must have Satisfactorily completed at least one contract of filling above said Returns in any Nationalised Banks/ Cooperative Banks/ Regional Rural Banks as on date of submission of financial offer during last 3 years.	Copy of the contract order/a certified letter from the concerned client confirming the date of engagement and successful completion of order.

Any Bid failing to meet the above stated Qualification criteria shall be summarily rejected and will not be considered for Financial Evaluation.

5. Price Bid:

1. Price Bid PROPOSAL shall be submitted online in the Excel Format under Commercial Cover
2. Prices should be quoted in Indian Rupees and indicated in figures only.
3. Financial proposal mentioning lump sum/consolidated fees plus GST and any other taxes should be quoted for all of the returns as mentioned in the ‘SCOPE OF WORK’. TDS at applicable rate will be deducted by the Bank at the time of payment of fees.
4. Payment will be given by the Bank to the Firm after end of every year.
5. GST will be paid by the Bank as per prevailing rate and any increase in the same during the period of appointment will be borne by the Bank.
6. The payment during the entire period of appointment shall be made in accordance with the fees quoted by the selected CA firms and accepted by The Jind Central Co-op. Bank Ltd., Jind. No price variation would be allowed during the contract period.
7. Hard copies of Technical Bids and Financial Bids in sealed covers be also sent separately up to **31.05.2020 at 5:00 PM** in the Head office of the bank situated in Bays No. 1-4, Distt. Shopping Centre, Huda Ground, Urban Estate, Jind.

Format for Price Bid/ Financial Bid:-

Sr. No.	Description	Yearly Fees (in Rs.)		
		Fees(per year)	GST (at prevailing rate)	Total Fees (per year)
1	Appointment of CA Firm for filling various returns as mentioned in “Scope of Work”			

Authorized Signatory

Name:

Seal:

Place:

Date:

7. Vendor Assessment Methodology:**(1) Technical Assessment (70% weightage)**

- i. Full marks i.e. 100 (absolute value) will be awarded to the bidder scoring the highest marks as per Ranking methodology for Technical evaluation.
- ii. Proportionate marks will be awarded to the other bidders as a percentage of the highest marks received in above.
- iii. Full 70 marks will be awarded to the bidder getting the highest marks.
- iv. Similarly proportionate marks will be awarded to the other bidders. (as per calculation (i) shown under item A - Example)

(2) Commercial Assessment (30% weightage)

- i. Full marks i.e. 100 (absolute value) will be awarded to the bidder quoting the lowest price i.e. Total Contract Value as per Commercial bid.
- ii. Proportionate marks will be awarded to the other bidders as a percentage (as per calculation (ii) shown under item B - Example) of the lowest quote.
- iii. Full 30 marks (30% of 100=30) will be awarded to the bidder quoting the lowest price. Similarly proportionate marks will be awarded to absolute value quoted by other bidders (as per calculation (iii) shown under item B- Example)

Overall Assessment for calculation of L1:

- a) The maximum score in the technical evaluation is 100.
- b) Bidders scoring 70 or more marks will be short listed for opening of commercial Bid (Phase II).
- c) In case, less than three bidders get more than 70 marks in the technical evaluation criteria, the top three bidders getting the maximum marks will be short listed, subject to their getting at least 60 marks.
- d) Marks scored in Technical Assessment and Commercial Assessment will be added.
- e) The bidder scoring the highest marks will be L1.

Example:

Bidder	X	Y	Z
(A) Technical evaluation Marks	85	100	95
Base is 100% of the highest scoring Bidder	85	100	95
Calculation(i)	$(85/100) \times 70$ =59.50	$(100/100) \times 70$ =70	$(95/100) \times 70$ =66.50
Marks (A) Out of 70	59.50	70	66.50
(B) Commercial evaluation Price in `.	1000	1100	1200
Calculation (ii)	$(1000/1000) \times 100$ =100	$(1000/1100) \times 100$ = 90.90	$(1000/1200) \times 100$ = 83.33

Base is 100% of the lowest bidder	100	90.90	83.33
Calculation (iii)	$(100/100) \times 30 = 30$	$(90.90/100) \times 30 = 27.27$	$(83.33/100) \times 30 = 24.99$
Marks (B) Out of 30	30	27.27	24.99
Total Marks (A+B) Out of 100	89.50	97.27	91.49
Ranking of Bidder	L3	L1	L2
Y is the L1 bidder with highest cumulative marks.			

Evaluation process as decided by the Bank will be binding to the bidders.

The Jind Central Co-operative Bank Ltd; Jind in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the proposal submitted by the respondents. The Bank may reject any / all proposal(s) at any stage without assigning any reason thereof.

- (a) The bids of such tenderers who do not pay the cost of tenders and / or do not pay the Earnest Money Deposit shall not be taken cognizance of.
- (b) The technical bid shall be opened on the due date and time as specified in tender. The price bid of only such tenderers, whose technical bid is found to be qualified, shall be opened. The time and date of opening of price bid shall be fixed and intimated to the qualified parties only.

8. Evaluation of Financial Bids

- 8.1 The Financial Bids of only those Bidders who short listed from the Technical Bids will be opened in the presence of their representatives on a specified date and time to be intimated to the respective Bidders by Tender Process Section.
- 8.2 Lowest Quoting Bidder will be selected.
- 8.3 No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid, till final decision is conveyed to the successful bidder(s). However, the Bank can make any enquiry/seek clarification from the bidders, which the bidders must furnish within the stipulated time otherwise bid of
- 8.4 such defaulting bidders will be rejected.

9. Opening of tenders :

The tenders will be opened in the The Jind Central Co-operative Bank Ltd., Bays No.1-4, Distt. Shopping Centre, Huda Ground, Urban Estate, Jind, Haryana on the scheduled time and date. In the event of the specified date of Bid opening being declared a holiday for the Authority, the bids shall be opened at the same time and location on the next working day.

- Total transparency shall be observed and ensured while opening the Bids. All Bids shall be opened in the presence of the bidder's representatives who choose to attend the bid opening sessions on the specified date, time and address.
- The Authority reserves the rights at all times to postpone or cancel a scheduled Bid opening.

10. Corrupt Practices : Any bribe, commission and advantage offered or promised by the tenderer or on his behalf to any officer or servant of the Bank shall (in addition to any criminal liability which the tenderer may incur) debar his tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.

11. Interviews and Acceptance of tender:- The tenderer should be prepared to proceed to The Jind Central Co-operative Bank Ltd; Head Office, Jind or at designated place at their own expenses and without any obligation, if called upon to do so for interview by the General Manager or an officer authorized to act on his behalf as the case may be.

General Manager, The Jind Central Co-operative Bank Ltd., Jind or an officer acting on his behalf reserves the right to reject any or all the tenders without assigning any reason and does not bind himself to accept the lowest or any tender. The successful tenderer will be informed about the acceptance of his tender through a letter/Mail. The agency shall submit the joining report within ten days of the acceptance of tender.

12. Period of Validity: The contract shall be valid for **3 (three) year** from the scheduled date of opening of the bids. If any bidder withdraws his tender before the scheduled time or makes any modifications in the terms & conditions of the tenders which are not acceptable to Bank, without prejudice to any other right or remedies, Bank shall be at liberty to forfeit the entire Earnest Money Deposit.

13. Terms and Conditions:

13.1 Financial Bid: As per **Annexure-5**.

13.2 Services period by the vendor: This contract will remain valid for **3 (three) year**.

13.3 Technical Bid:-As per **Annexure-3** and Checklist to be submit along with as per **Annexure-4**.

13.4 Forfeiture of Earnest Money:

- i) If the Bidder withdraws his bid before the expiry of validity or after the acceptance of the bid, the Earnest Money Deposited by the bidder will be forfeited.
- ii) If the Bidder fails to comply with any of the terms, conditions or requirement of order and the technical specifications of the tender document. The Earnest Money deposited by the Bidder will be forfeited.
- iii) In case successful bidder fails to comply with the delivery period as specified the earnest money deposit will be forfeited.

Annexures

Annexure 1

Self-Declaration on not being blacklisted

Date: _____

From

To
The General Manager,
The Jind Central Co-op Bank Ltd.,
Bays No 1-4, Distt. Shopping Centre,
Jind-126102, Haryana

I, _____ son of Sh. _____
resident of _____ Sole
Proprietor/Partner/Director of M/s _____ do hereby solemnly
affirm and declare as under:-

That we M/s _____ hereby confirm
that we M/s _____ do not stand blacklisted
& have not been blacklisted by any State Government/ Central Government/ Public Sector
Undertakings during the last three years and further confirm that our EMD/SD/Performance
bank guarantee has not been forfeited by any State Government / Central Government / Public
Sector Undertakings during the last three years due to our non-performance, non-compliance
with the tender conditions etc.

That we M/s _____ hereby declare
that all the particulars furnished by us in this Tender are true to the best of my/our knowledge
and I/We understand and accept that if at any stage, the information furnished is found to be
incorrect or false, I/We am/ are liable for disqualification from this tender and also are liable
for any penal action that may arise due to the above.

That in case of violation of any of the conditions above, We M/s _____ understand
that We M/s _____ are liable to be blacklisted by the Bank for a period of
three years from participating any tender published by Haryana Government.

DEPONENT

Verification:

Verified that the contents of the above affidavit of mine are true and correct to the best of my
knowledge and nothing has been concealed therein.

DEPONENT

Annexure 2

Format of Net Worth and Annual Turnover

The Net Worth of Mr./Ms./M/s..... for last Financial Yearis Rs.....Lacs as per his/her/their books of Accounts.

(Note: Net Worth means sum total of paid up share capital plus free reserves. Further any debit balance of Profit and Loss Account and Misc. Expenses to the extent not adjusted/or written off, if any, shall be reduced from Reserves and Surpluses).

Requirements: The Annual Turnover to be provided in the following format for the last 2 Financial Years (2017-18 & 2018-19).

Financial Information			
Financial Year	2017 - 18	2018 - 19	--
Annual Turnover (in INR)			
Note: Annual turnover should be certified by CA/Statutory Auditors.			

Signature of Chartered Accountant:-
Name:-
Membership No.:-
Seal:-

Annexure 3**Technical Bid**

Sr.No.	BIDDER INFORMATION	SCORE CRITERIA	MAXIMUM SCORE	DETAILS	REMARK (YES/NO)
1	<i>Name of the Chartered Accountant firm</i>	----	----		
2	<i>Year of Establishment</i>	----	----		
3	<i>Complete postal address with PIN Code of the Main Office/Branch Office</i>	----	----		
4	<i>Contact Number & Email of Head office</i>	----	----		
5	<i>Status of Firm (whether Pvt. Ltd. Company/Public Ltd Company/Partnership firm(Attach Proof)</i>	----	----		
6	<i>Number of Partners(mention their Names)</i>	----	----		
7	<i>Details of EMD</i>	----	----		
8	<i>Details of cost of Tender document</i>	----	----		
9	<i>Whether assessee of Income Tax. Mention PAN Number, furnish copy of income tax return for last three years.(Attach)</i>	10 marks	10 marks		
10	<i>Registration No. of ICAI</i>	5 marks	5 marks		
11	<i>DISA Qualified (Attach Proof)</i>	10 marks	10 marks		
12	<i>Certificate of Fellow Chartered Accountant (FCA). (Attach Proof)</i>	5 marks	5 marks		
13	<i>The CA firm should have its registered Head Office/Branch Office in Jind, Haryana (Attach Proof)</i>	5 marks	5 marks		
14	<i>Affidavit of Non-blacklisting during last three financial years (Attach Proof)</i>	5 marks	5 marks		

15	<i>Certificate of at least 3 years' Experience in Business.(Attach Proof)</i>	5 mark for each completed year	15 marks		
16	<i>Audited Balance Sheet/ P&L Statement for last 3 years(Attach Proof)</i>	10 marks	10 marks		
17	<i>Proof of Successful Completion of contracts of filling above said returns in any Nationalised Banks/ Cooperative Banks/ Regional Rural Banks.</i>	15 marks	15 marks		
18	<i>Annual Turnover for last two Financial Years FY-2017-18,2018-19(Attach Proof)</i>	1 mark each for each 1 Lac of turnover for the last two Financial Years	20 marks		

Note: Visible Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

(Signature of the bidder)

Name and Address (with seal)

Annexure 4**Eligibility Criteria for Technical Bid**

(Checklist to be enclosed with Technical bid)

We M/s _____ have enclosed documentary evidence for fulfilling the Eligibility in the Technical Bid and other requirement laid in the tender document.

S.No.	Clause	Documents required	Documents Submitted (Yes/No)
1.	Processing fee for Tender should have been submitted.	The payment of Tender Document Fee INR 1000/-(One Thousand Rupees Only) and eService Fee Rs. 1180/-(Rupees one thousand one hundred eighty only (Non-refundable) would be made by eligible bidders online.	
2.	Earnest Money Deposit(EMD)	The Payment for EMD of Rs. 10,000 (Rs. Ten Thousand Only) would be made online by the bidders.	
3.	The CA Firm should be a Partnership firm existing for more than past 5 years.	The bidder shall provide the Certificate of Incorporation for Registered Companies, Partnership Deed for Partnership Firms/VAT or Service Tax/GST Registration Certificate.	
4.	The CA firm must be registered with the Institute of Chartered Accountants of India (ICAI). Firm must have DISA (Diploma in Information System Audit) qualified Partner.	Signed photocopies with the CA firm's seal of supporting documents must be enclosed.	
5.	Bidders Firm must have Fellow Chartered Accountants (FCA) (FCA is chartered accountant who holds certificate of practice for more than 5 years)	Copy of certificate attached as proof thereof.	
6.	The minimum Turn-over of the bidding company during last 2 audited financial years should be minimum Rs.10.00 Lac per year.	Audited Balance sheet of the Bidder for each of the last 2 financial years.	
7.	The Firm should have positive net worth (measured as paid-up capital plus free reserves) and should be profit making company for at least two years out of the last three audited financial years(FY2016-17, FY2017-18 & FY2018-19)	Audited Balance sheet and Profit & Loss account statement of the Bidder for each of the last 3 audited financial years.	
8.	Firm must have Experience of minimum 3(three) years for filling	Signed photocopies with the CA firm's seal of work orders must be enclosed.	

	of above said returns mentioned in Scope of work.		
9.	Firm Should not have been black listed by any central/State Government Department/ Organization for breach of any applicable law or violation of regulatory prescriptions or breach of agreement as on date of submission of Bid.	An affidavit as per the Annexure-2 to be submitted by bidder.	
10.	The CA firm should have its registered Head Office/Branch Office in Jind, Haryana.	Copy of Proof of Address attached.	
11.	The Firm must have Satisfactorily completed at least one contract of filling above said Return Nationalised Banks/ Cooperative Banks/ Regional Rural Banks as on date of submission of financial offer during last 3 years.	Copy of the contract order/a certified letter from the concerned client confirming the date of engagement and successful completion of order.	

Any Bid failing to meet the above stated Qualification criteria shall be summarily rejected and will not be considered for Financial Evaluation

Yours faithfully,

Authorized Signatory [In full and initials]: _____

Name and Title of Signatory: _____

Name of Bidding Company/Firm: _____

Address: _____ (Affix the Official Seal of the Bidding Company)

Annexure 5**Financial Bid**

Financial proposal mentioning lump sum/consolidated fees plus GST and any other taxes should be quoted for all of the returns as mentioned in the 'SCOPE OF WORK'. TDS at applicable rate will be deducted by the Bank at the time of payment of fees. GST will be paid by the Bank as per prevailing rate and any increase in the same during the period of appointment will be borne by the Bank and payment will be done after end of every year.

Financial Proposal

Sr. No.	Description	Yearly Fees (in Rs.)			
		Fees(per year)	GST (at prevailing rate)	Total Fees(per year)	Fees(per year)
1	Appointment of CA Firm for filling various returns as mentioned in "Scope of Work"				

In words :(Rupees.....only)

I have gone through the quotation paper thoroughly and clearly understood the specifications, terms and conditions mentioned in the **Financial Proposal**. My quoted Fees is inclusive of all taxes (GST).

Signature: Name of the Authorized Person

Designation:

Seal of the firm: