

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	11-09-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	11-09-2026 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Agriculture And Farmers Welfare
विभाग का नाम/Department Name	Department Of Agricultural Research And Education (dare)
संगठन का नाम/Organisation Name	Indian Council Of Agricultural Research (icar)
कार्यालय का नाम/Office Name	National Bureau Of Plant Gentic Resources, New Delhi
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :mahesh.yadav1-icar@nic.in Buyer Email id: sanjay.dangwal-icar@nic.in
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Onsite; Chartered Accountant
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	1 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	5
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	100000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
7. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within $L-1+ 15\%$ (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given

opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

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

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

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

The Bidder must have successfully executed at least XX projects of any value in past 3 years of providing similar services to Central/State Government, PSUs or any other government organizations:As per terms & condition of tender document

The Bidder must have successfully executed at least YY projects of any value in past 3 years of providing similar services for at least ZZ different clients(Central/State Government, PSUs or any other government):As per terms & condition of tender document

Service provider must have a dedicated team of required manpower of XX for the projectAs per terms & condition of tender document

Scope of Work:[1787222338.pdf](#)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
01-09-2026 11:00:00	Director's committee room, ICAR-NBPGR, New Delhi

Manpower Hiring For Financial Services - Onsite; Chartered Accountant (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Hiring of Services of a Chartered Accountant
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	3 - 5 Years
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Madhu Chawla	110012,ICAR-NBPGR, Pusa Campus, New Delhi -110012	1	• Number of Months : 12

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

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

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.

6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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

specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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

---धन्यवाद/Thank You---

Bid Document for Hiring of Services of a Chartered Accountant Services at ICAR–NBPGR, New Delhi

1. Introduction

The ICAR – National Bureau of Plant Genetic Resources (NBPGR), New Delhi requires professional Chartered Accountant services for compliance with statutory requirements, financial reporting, and advisory. The Bureau invites bids through Government e-Marketplace for engagement of a qualified Chartered Accountant (CA) firm/professional to provide accounting, taxation, audit-related services for its office in New Delhi and other 10 Regional Stations.

The total manpower (regular & contractual) working in NBPGR office at New Delhi are 251 (approx.) and for Regional Stations, the number is 71 (approx.), for whom the responsibility of deduction of Income Tax lies with NBPGR, New Delhi.

2. Scope of Work

The selected Chartered Accountant/firm shall perform the following:

- a) GST compliance (returns, reconciliation, advisory)
- b) TDS calculation, return filing, and compliance
- c) Handling income tax matters and filings
- d) Preparation of Form 130 (formerly Form-16) for all the employees of ICAR-NBPGR New Delhi and its Regional Stations.
- e) Financial advisory as required by the institute
- f) Any other financial/accounting work assigned by NBPGR

2.1 Taxation Services

- a) GST registration compliance, return filing (GSTR-1, GSTR-3B, GSTR-9, annual returns)
- b) GST reconciliation and audit support
- c) TDS/TCS computation and return filing (Form 138, Form 140 (formerly Form 24Q, 26Q), etc.)
- d) Income Tax return filing and advisory
- e) All taxes/returns to be filed within due dates to avoid any penalty.

2.2 Audit Support

- a) Preparation of replies to audit observations

- b) Preparation of replies to Notices received from Income Tax Department/GST or any other Government Agency/Courts on matters pertaining to services to be provided by the Chartered Accountant.

2.3 Compliance & Advisory

- a) Advice on taxation matters
- b) Representation before tax authorities (if required)
- c) Updates on changes in tax laws and financial regulations

2.4 Reporting & Deliverables

- a) Monthly compliance report
 - b) Quarterly financial review report
 - c) Annual financial statements
 - d) Quarterly meeting with Head of Office, Head of Finance and DDO.
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3. Eligibility Criteria

Bidders must meet the following requirements:

- a) Valid empanelment with Comptroller and Auditor General of India (CAG)
 - b) Chartered Accountant / CA Firm registered with ICAI (Institute of Chartered Accountants of India) for atleast five years.
 - c) Minimum **5 years of continuous experience** in accounting/audit/taxation .
 - 1. At least **6 similar assignments** in Govt./PSU/Autonomous Bodies during the last three financial years (2024-25, 2023-24, 2022-23) with a minimum of 02 similar assignments in one particular financial year.
 - d) Average annual turnover as per the applicability of GeM portal taking into consideration that the estimated bid value is approximately Rs. One Lakh per annum only including all taxes. This turnover amount must be at per annum during the last three financial years (2024-25, 2023-24, 2022-23)
 - e) Valid PAN, GST registration
 - f) Office registered in Delhi/NCR.
 - g) An undertaking for maintaining secrecy and non-disclosure of information alongwith non-blacklisting by any Government Organization/ICAR may be provided on a non-judicial affidavit of Rs. 100/- as per **Annexure-I**.
 - h) ISO certification with ISO 9001:2015 (Quality Management)
 - i) Atleast 02 full time Chartered Accountants must be available as employees.
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4. Documents to be Submitted (Self-attested, Sealed and Signed)

- a) Copy of ICAI ((Institute of Chartered Accountants of India) registration certificate
- b) Copy of valid empanelment with Comptroller and Auditor General of India (CAG).
- c) Firm profile and experience details
- d) PAN Card and GST registration certificate
- e) Last 3 financial years audited financial statements
- f) Last 3 Financial Years average annual turnover statement
- g) Work orders / experience certificates of last 5 years
- h) Declaration of non-blacklisting by any Government Organization/ICAR alongwith maintaining secrecy & non-disclosure of information on a non-judicial affidavit as per **Annexure-I**.
- i) Any other document specified in GeM bid
- j) Office Address documentary proof

Original documents will have to be produced at the time of acceptance of work order.

5. Period of Contract

- a) Initial contract period: **1 year** from the date of award of contract.
 - b) Extendable upto **01 more year** based on satisfactory performance and requirement
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6. Payment Terms

- a) Payment on **quarterly basis** against invoice
 - b) Subject to satisfactory performance
 - c) TDS and other statutory deductions applicable
 - d) No advance payment
 - e) Penalty of upto 5% can be imposed for deficient service at the time of making quarterly payment.
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7. Bid Submission Process

- a) The bid shall be submitted online through the Government e-Marketplace only
- b) No offline bids will be accepted
- c) Bidders must submit:
 - o Technical bid (as per eligibility criteria given at Sr. No. 3 and documents given at Sr. No. 4)
 - o EMD/ Performance Security as per GeM/GFR Provisions.
 - o Financial bid (quoted service charges)

8. Evaluation Criteria

- a) Bids will be evaluated based on:
 - Eligibility compliance
 - Technical qualification
 - Financial quote
 - b) Selection method: **L1 (Lowest Cost)** or as specified in GeM
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9. General Terms & Conditions

- a) The CA firm must ensure confidentiality of financial data
 - b) NBPGR reserves the right to accept/reject any or all bids
 - c) Incomplete or conditional bids will be rejected
 - d) The selected bidder must comply with all statutory requirements
 - e) Any dispute to be settled under arbitration with Director, ICAR-NBPGR and shall be subject to jurisdiction of **New Delhi courts**
 - f) All statutory liabilities shall be borne by the bidder
 - g) The bidder shall deploy qualified personnel
 - h) ICAR–NBPGR reserves the right to:
 - Cancel the bid without assigning reason
 - Modify scope during contract period
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10. Termination Clause

- a) 30 days' notice by NBPGR
 - b) Immediate termination without giving any notice for:
 - Breach of contract
 - Non-performance
 - Submission of false information
 - c) The decision of the Director, NBPGR in this regard shall be final and binding
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11. Additional Terms (ATC)

- a) Bidders must comply with GeM General Terms & Conditions
 - b) Any corrigendum/addendum will be published on GeM only
 - c) The selected firm must indemnify NBPGR from all legal, financial, statutory, taxation and other associated liabilities related to the assigned work.
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12. List of Important Dates

Important Events	Date	Time
Date & Time of Publication of the Notice Inviting Tender		
Pre-bid meeting		
Last date and time of online bid submission in GeM portal		
Date and time of opening of Technical bid as per GeM Portal		
Date and time of opening financial bid		

ANNEXURE-I

I, **[Name of Deponent]**, S/o/D/o/W/o **[Name]**, resident of **[Address]** and authorized representative of **M/s [Firm/Company Name]**, do hereby solemnly affirm and undertake as under:

1. That we shall **maintain strict secrecy and confidentiality** of all information, documents, data, specifications and other materials received/accessed in connection with services of Chartered Accountant of ICAR-National Bureau of Plant Genetic Resources, and shall not disclose the same to any unauthorized person or third party.
2. That we shall use such information **only for the purpose for which it is provided** and shall comply with all confidentiality and security requirements of ICAR- National Bureau of Plant Genetic Resources.
3. That **M/s [Firm/Company Name] has not been blacklisted, debarred or banned by any Government Organization, Department, Public Sector Undertaking, Autonomous Body or any Institute/Organization under ICAR** as on the date of this undertaking.
4. That the information and declarations made above are **true and correct** to the best of my knowledge and belief, and we shall be responsible for any misrepresentation or breach of this undertaking.

DEPONENT

Signature: _____

Name: **[Name]**

Designation: **[Designation]**

For **M/s [Firm/Company Name]**

VERIFICATION

Verified at **[Place]** on **[Date]** that the contents of this affidavit are true and correct to the best of my knowledge and belief.

DEPONENT

Notary Public/Oath Commissioner

Seal & Signature