

**ASSAM POLICE HEADQUARTERS
ULUBARI, GUWAHATI**

NOTICE INVITING TENDER

NIT No. S-VI/MOITRI SOCIETY/01/2017/116

Dated Guwahati, December 12, 2018

Sealed tenders on plain paper affixing non-refundable court fee stamp of Rs. 8.25 (Rupees eight and Paise twenty-five only) is invited from intending Chartered Accountant (CA) having experience in similar nature of work for auditing the accounts of Mission for Overall Improvement of Thana for Responsive Image (MOITRI) Society beginning from the Financial Year (FY) 2016-17.

The Last date of the submission of tender is on **31-12-2018** upto **15.00** hours.

The intending bidders may collect tender paper/documents on payment of Rs. 300/- (Rupees Three Hundred only) through BANK DRAFT payable in favour of the Addl. DGP (M & L), Assam on any working day during office hours up to 12:00 hrs. of **31-12-2018**. They may also download the NIT from the Assam Police Website <https://police.assam.gov.in>. In that case the bidder will have to deposit the cost of tender document at the time of submission of the tender.

Bidders are requested to read the instructions contained in the tender document very carefully as defective tenders are liable to be cancelled.

Credentials & Pre-qualifications of the Bidder

- a) The bidder must be registered with ICAI.
- b) The bidder should be empanelled with CAG.
- c) The bidder must have an annual turnover of atleast Rs. 15,00,000.00 during the last 3 Financial Years.
- d) The bidder must have an experience of atleast 10 years.
- e) The responding bidder should be registered under statutes of India. The organization should be of repute and be incorporated/registered in India
- f) The bidder should not have been blacklisted by any Central/State Government/Public Sector Undertaking. An undertaking in this regard should be submitted by the bidder otherwise the bid shall be summarily rejected.
- g) If the selected CA is found/detected blacklisted by any Central/State Government/Public Sector Undertaking at any stage, the acceptance of the selected firm, if issued would be treated as cancelled and the contract in whole will be terminated with immediate effect without any intimation to the concerned firm.
- h) The EMD will be forfeited and Assam Police Hqrs. reserves the right to initiate proceedings against the selected vendor. The decision taken by Assam Police Hqrs. authority in the matter will be treated as full & final in this regard.
- i) The bidder should not be insolvent, in receivership, bankrupt or being wound up, their affairs are not being administered by the Court or a judicial officer, their business

activities have not been suspended and should not be the subject of legal proceedings of any of the foregoing.

- j) The bidder should not have been convicted of any criminal offence related to professional conduct or the making of false statement or misrepresentation as to their qualifications.
- k) The bidder should have a PAN (Permanent Account Number) registered with the Income Tax authorities in India.
- l) The bidder should have in its name GST Registration number in India.

INSTRUCTIONS FOR GUIDANCE OF BIDDERS

- a) Tender must be addressed to the Addl. DGP (M & L), Assam Police Hqrs., Ulubari, Guwahati - 781007. It should be superscripted "For auditing the accounts of MOITRI Society."
- b) Intending bidders have to deposit the Earnest Money of Rs. 5,000.00 along with the sealed tender. Deposit should be made in favour of Addl. DGP (M&L), Assam in the form of NSC/FDR/Irrevocable Bank Guarantee from any Nationalised/Scheduled Bank. Bidders eligible for exemption of EMD as per Government rule may avail the same and necessary documents regarding the exemption of EMD must be enclosed with their bid documents.
- c) Any claim of GST/ST or any other prevalent taxes & duties, if applicable, should be clearly mentioned. The amount of such taxes & duties, if required should be shown separately. All bidders are requested to submit GST Registration Certificate in support of their claim for GST.
- d) If any bidder disregards these instructions, their tender will be rejected. The department accepts no responsibility for the same.
- e) The Assam Police Hqrs. does not bind itself to accept the lowest or any tender, nor to assign any reason for non-acceptance.
- f) Any attempt of canvassing on the part of a bidder will render their tender liable to rejection summarily.
- g) Successful bidders will be required to execute at their own cost a duly stamped Agreement in the prescribed form within a Stipulated period after they are notified about the acceptance of the tenders and Security Deposit at prescribed rates in the form of NSC/FDR/Irrevocable Bank Guarantee from any Nationalised/Scheduled Bank duly pledged in favour of the Addl.DGP (M&L), Assam should be deposited otherwise the CA may be black listed.
- h) All bidders shall submit along with their tender, copy of the valid Trade License, Sales Tax Clearance Certificate and valid document of Professional Tax & GST Registration No. Tenders received without such certificates will not be considered. Credentials as to previous contracts held by the bidders with any other department of Government should also be enclosed as well.

CONDITIONS

- a) In the event of the bidder failing to make a security deposit in manner hereinafter mentioned, the Assam Police Hqrs. may, at his discretion, forfeit the earnest money lodged with this tender and cancel the acceptance of the tender.
- b) On completion of tender formalities, Letter of Acceptance (LoA) will be issued in favour of the selected bidder. The tender will remain valid for 01 (one) year from the date of issuance of LoA and the selected bidder will be bound to execute the work.
- c) The bidder shall have to deposit equivalent to a sum equal to 5% (five percent) of the total value of the Work Order (excluding admissible Taxes/GST) as Security Deposit for a period of 18 months in a NSC pledged to the Addl. DGP (M&L), Assam or produce Irrevocable Bank Guarantee or FDR (of Nationalized/Scheduled Bank) and execute an Agreement within 10 days from the date of issue of the Work Order failing which the Letter of Acceptance (LoA) may liable to be cancelled.
- d) The bidder shall be liable to execute the work as per agreement mutually agreed upon against placement of order of work from time to time by the Assam Police Hqrs. within the time specified in the respective order. The Assam Police Hqrs. reserves the right for placement of Work Order at any time during the validity period of the tender and the bidder is bound to execute the work as per accepted rate of the respective tender.
- e) If the bidder by any cause, other than his own neglect or default, be prevented or delayed from executing the work as aforesaid, the periods provided in clause may be extended by the Assam Police Hqrs. on being satisfied that reasonable grounds exist for such extension.
- f) The bidder shall provide, at his own expense, all hardware, software, tools and the like as will be necessary for the due performance of the contract. No claim on these accounts shall be entertained.
- g) This contract shall not be sublet either wholly or partly without the written permission of the Assam Police Hqrs. and on breach of this provision the Assam Police Hqrs. may determine the contract and forfeit the Security Deposit and the Bidder shall have no claim for loss thereby resulting to him on any account whatsoever.
- h) Any breach by the bidder of any of the terms of the contract the Assam Police Hqrs. may, in addition to recovering any loss sustain, terminate the contract on seven days notice to the bidder. The decision of the Assam Police Hqrs. shall be the final on all questions as to the extent, meaning or construction of the said schedule or any descriptions, prices or other matters therein mentioned.
- i) Where this contract is made with a firm, the act of any partner in the firm whether in breach or performance of the contract, shall be binding on the firm.
- j) In the event of failure to execute the work as agreed upon by the bidder, such products will be done elsewhere without notice to the bidder on the account and at the risk of the bidder. Bidder shall be liable for any loss which the Government may sustain on that account but the bidder shall not be entitled to any gain on purchase made against default.
- k) The tender shall comprise of a single bid system. The bids shall be evaluated by Tender Committee.

- l) The Assam Police Hqrs. reserves the right to invoke and/or cancel the Work Order, if situation so warrants or the terms and conditions are not complied with, without assigning any reason thereto.
- m) As far as the tender procedure is concerned, there are several stages for sanctions and grounds for Blacklisting which are usually accepted. Requirement of work may be enhanced as per necessity.
- n) At the stage of competitive bidding - on the ground of –
- Submitting false documents as far as the eligibility criteria are concerned,
 - Submission of bid which involves concealment/suppression of facts in the bids in order to influence the outcome of eligibility screening or any other stage of open bidding.
 - Unauthorized use of one's name or the name of any other firm for the purpose of bidding,
 - Withdrawal of a bid, or refusal to accept an award, or enter the contract with the Govt. without justifiable cause, after he had been adjudged as having submitted the lowest responsive bid,
 - Refusal or failure to post the required performance security within the prescribed time, as indicated in the detailed tender notice.
 - Refusal to clarify in writing its bid during post qualification within the prescribed period as contained in the detailed tender notice from receipt of the request for clarification.
 - Any documented unsolicited attempt to unduly influence the outcome of bidding in his favour.
 - All other acts that tend to defeat the purpose of competitive bidding which is contrary to financial rules of the Government e.g. habitual withdrawing from bidding except a valid reasons, not complying with the requirements during bid evaluation.
- o) At the stage of contract implementation – on the ground of –
- Failure on the part of the firm to execute the work as per Work Order due solely to his fault or negligence within the prescribed period as mentioned in the detailed tender notice.
 - Failure on the part of the firm/company to fully and faithfully comply with the contractual obligations without valid cause or failure to comply with any written lawful instruction of the procuring entity or its representative(s) pursuant to the implementation of the contract.
 - Assignment and sub-contracting of the contract or any part thereof.
 - Unsatisfactory progress in the works.

- Any other reason, which the procuring entity deems it logical to include in the contract, duly agreed by the selected bidder/firm.
 - Failure of work within the stipulated period of time to be mentioned in the Work Order.
- p) Disputes and Arbitration – In case of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of Assam Police Hqrs. or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties. In the event of such arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do works or neglecting his work or being unable to act as arbitrator for any reason whatsoever, the Assam Police Hqrs. shall appoint another person to act as arbitrator in the place of outgoing arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor. The bidder will have no objection in any such appointment that arbitrator so appointed is employee of Assam Police. The adjudication of such arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof. The arbitration shall be held within the jurisdiction of Hon'ble High Court of Guwahati.
- q) In case of GST Registration Certificate under the Govt. of Assam/Clearance Certificate, the existing order of Finance Deptt. shall be followed.
- r) The bidder is desirable to have an office and service delivery centre at Guwahati. The bidder should mention in detail their support infrastructure including address, contact phone no., fax no., e-mail ID etc. and modalities by which fast response to maintenance calls and minimum downtime will be ensured.
- s) Bidders shall have to submit the rate as per requirement. Tax and duties separately shall have to be mentioned.

Scope of Work

- The purpose of the Tender is to invite interested CAs with proven credentials to audit the MOITRI Society account.
- Issue Advisories, suggestions etc. for improvement of financial transactions.

ELIGIBILITY CRITERIA

The bids must be complete in all respects and should cover the entire scope of work as stipulated in the Tender document. The invitation to bid is open to all bidders who qualify under the eligibility criteria given below:

Sl.	Clause	Documents Required
1.	The bidder must have the registration with ICAI.	Valid documentary proof.
2.	The bidder should be empanelled with CAG.	Valid documentary proof.
3.	The bidder should be a registered firm. The company/agency must be registered with appropriate regulatory authorities for all applicable statutory duties/taxes.	Valid documentary proof of: <ul style="list-style-type: none"> •Trade License / Certificate of Incorporation •Address at Guwahati • 15 digit valid GSTIN number. • Tax registration number.

		<ul style="list-style-type: none"> Income Tax registration/PAN number
4.	The bidder shall commit that the key personnel to be employed for the work have sufficient experience in similar type of work and that once assigned to the project will not be moved out of it, except for reasons beyond the control of the bidder	<ul style="list-style-type: none"> Self-certification must be produced
5.	The bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government Agency.	Declaration to be submitted in this regard by the authorized signatory of the bidder.
6.	The duration of initial contract would be for one year with renewal provision. The vendor must be equipped enough to sustain their service for the period without any break of impediments.	Self-certification must be produced
7.	Vendors will submit a notarized certificate under name, signature and seal of authorized signatory, stating that the information submitted by them is correct and they will abide by all Terms & Conditions of Assam Police.	Bidder should submit a notarized certificate under the name, signature and seal of authorised signatory, stating that the information submitted by them is correct and they will abide by all Terms & Conditions of Assam Police.

The CA must fulfil the above eligibility criteria / pre-qualification conditions. Bid of CAs fulfilling the pre-qualification conditions will be evaluated by the duly constituted Evaluation Committee. Bids of CAs not fulfilling the pre-qualification conditions given above will be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances. The authority reserves the right to verify/confirm all original documentary evidence submitted by vendors in support of above-mentioned clauses of eligibility criteria.

Important Time Schedule – (date & time schedule)

Sl. No.	Particulars	Date & time
1	Date of uploading of N.I.T Documents On website (publishing date)	12-12-2018
2	Documents download/sell start date	12-12-2018
3	Documents Download/Sell End date	02-01-2019 at 12.00 hours.
4	Bid submission start date	12-12-2018
5	Bid submission closing date	02-01-2019 at 15.00 hours.
6	Bid opening date	02-01-2019 at 15.30 hours.

Bid opening Location – Assam Police Headquarters, Ulubari, Guwahati – 781007.

BILL OF MATERIALS

SL. NO.	Name of the Work	EMD AMOUNT
1.	Audit of MOITRI Society Account	Rs 5,000/-

(For further information regarding the tender, Office of the Addl. DGP (M & L), Assam Police Headquarters, Ulubari, Guwahati may be contacted).

I. Submission of Tenders –

Tenders are to be submitted to the Office of the Addl. DGP (M & L), Assam Police Headquarters, Ulubari, Guwahati in a folder before the prescribed date & time.

The proposal should be in one cover. The bidder is to quote the rate in INR only.

A) Execution :

The execution period shall in no case exceed thus the stipulated period as per Work Order. The Assam Police Hqrs. reserve the right to extend the execution period against any satisfactory reason thereafter.

B) Payment:

The mode of payments to be made in consideration of the work to be performed by the bidder shall be as follows:

- Payment will be made on satisfactory execution of the work.

Opening & Evaluation of tender – Opening of Proposal –

A Tender Committee comprising Senior Officers of Assam Police appointed by the authority will open the Bid.

1. Intending bidders may remain present if they so desire.
2. During evaluation the committee may summon of the bidders & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

If any bidder fails to produce the original copies of relevant documents on demand of the "Tender Evaluation Committee" within a specified time frame THEN their bid will be cancelled.

Rejection of Bid – Tender shall be cancelled for non-submission of relevant papers.

The Assam Police Hqrs. reserves the right to reject any/or all the tendered rates without assigning any reason and not to place any orders even after selection and is not liable to pay any cost that might have incurred by any bidder at the stage of bidding. The Assam Police Hqrs. does not bind himself to accept the lowest rate.

Award of Contract –

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formation of the Contract.

The Agreement in prescribed format will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents stated in Sl. No. 1 of N.I.T. along with requisite cost through Demand Draft issued from any nationalized bank in favour of Addl. DGP (M & L), Assam for the concerned work within time limit to be set in the Letter of Acceptance.

Sd/-
Addl. Director General of Police (M & L)

CHECK LIST

NIT No:

NAME OF THE BIDDER/FIRM:
.....

FULL ADDRESS OF THE FIRM / BIDDER (FOR COMMUNICATION).....
.....

E-MAIL ADDRESS.....

CONTACT PERSON RELATING TO THIS TENDER WITH MOBILE NO.....
.....

TENDERING AS: (STATUS OF THE FIRM SHOULD BE GIVEN):
.....

DETAILS TO BE GIVEN

SL NO	ITEMS	PLEASE MARK		FOR USE OF THE BIDDERS (PROVIDE REGISTRATION NUMBERS WHERE APPLICABLE)	REMARKS (FOR OFFICE USE ONLY)
		YES	NO		
1	EMD IN FAVOUR OF THE ADDL. DGP (M & L), ASSAM AS PER NIT	YES	NO		
2	COPY OF THE LATEST TRADE LICENCE	YES	NO		
3	COPY OF LATEST PROFESSIONAL TAX CHALLAN /ENROLMENT CERTIFICATE	YES	NO		
4	COPY OF PAN CARD/I T Return (PAN NO TO BE MENTIONED	YES	NO		
5	COPY OF GST/CST REGISTRATION & ACKNOWLEDGEMENT	YES	NO		
6	CREDENTIALS (Authorisation from respective manufacturers ,if any)	YES	NO		
7	Compliance sheet	YES	NO		

8	Certificates as mentioned must be Submitted, if any.	YES	NO		
9	Rate must be quoted in INR	YES	NO		
10	Whether Blacklisted by any Govt. Agency	YES	NO		

Note: 1) The bidders are requested to see that all of the above columns are filled up properly.

2) If any of the information furnished above are found to be false, action as per tender rule will be initiated.