भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

शिक्षा मंत्रालय, भारत सरकार द्वारा स्थापित

सैक्टर 81,नॉलेज सिटी,प. ओ. मनोली, एस. ए. एस. नगर, मोहाली, पंजाब 140306

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

(Established by Ministry of Education, Govt. of India)

Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab

PAN No. - AAAAI1781K GSTIN – 03AAAAI1781K2ZS

• **Phone : +91-172- 2240121** • **Fax : +91-172-2240124** • **http://www.iisermohali.ac.in** • **Email:** tenders@iisermohali.ac.in

CPPP/Institute Website

IISERM(1718)26/27-Pur Dated: 23rd June 2026

सीमित निविदा सूचना
LIMITED TENDER NOTICE

आईआईएसईआर मोहाली के निदेशक की ओर से आंतरिक लेखापरीक्षा आदि के लिए चार्टर्ड अकाउंटेंसी फर्म की नियुक्ति हेतु दो बोली प्रणाली के तहत ऑनलाइन निविदाएं आमंत्रित की जाती हैं। यह निविदाएं नीचे दिए गए तकनीकी विनिर्देशों और विवरणों के अनुसार तथा मूल निर्माता/आपूर्तिकर्ता से सीपीपीपी वेबसाइट https://eprocure.gov.in/eprocure/app पर उपलब्ध बीओक्यू सूची के अनुसार होंगी। निविदा दस्तावेज कृपया ई-प्रोक्योरमेंट पोर्टल https://eprocure.gov.in/eprocure/app और संस्थान की वेबसाइट www.iisermohali.ac.in से डाउनलोड करें।

Online tenders are invited on behalf of the Director, IISER Mohali in **TWO BID SYSTEM** for the **Hiring a Chartered Accountancy Firm for the purpose of Internal Audit etc.** as per technical specification and details given below and BOQ list from the original manufacturer/supplier at CPPP i.e. **https://eprocure.gov.in/eprocure/app**. Tender documents may please be downloaded from the E-procurement portal website **https://eprocure.gov.in/eprocure/app** & Institute website **www.iisermohali.ac.in.**

-Sd-

सहायक कुलसचिव (क्रय तथा भंडार)

Assistant Registrar (Stores & Purchase)

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

शिक्षा मंत्रालय, भारत सरकार द्वारा स्थापित

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CPPP/Institute Website

सीमित निविदा सूचना / LIMITED TENDER NOTICE

Tender Ref.- IISERM(1718)26/27-Pur	दिनांक/Date : 23rd June 2026

Critical Date Sections

Sr.	Description	Date	Time
1.	Tender Publishing Date and time	23rd June 2026	6:00pm
2.	Tender Document download start Date & Time	23rd June 2026	6:00pm
3.	Bid Submission start Date &Time	23rd June 2026	6:00pm
4.	Bid Submission End date and Time	13th July 2026	Upto 11:00am
5.	Tender opening Date and Time	14th July2026	At 11:30am

Online tenders are invited on behalf of the Director, IISER Mohali in **TWO BID SYSTEM** for following item(s) from the original service providers at CPPP i.e. **https://eprocure.gov.in/eprocure/app**. Tender documents may please be downloaded from the E-procurement portal website **https://eprocure.gov.in/eprocure/app** & Institute website **www.iisermohali.ac.in.** Online Tender fee of Rs 590/- (Non-refundable) should be submitted by bidder in favour of IISER Mohali through Online mode in Institute Account (Canara Bank Saving Account Number 4790101001912 and IFSC Code CNRB0004790). However, scanned copy of the Tender fee/UTR copy should be uploaded on website along with technical bid. Tender fee submitted in the form of DD shall be sent at the following address superscribed with "Tender fee for Hiring of CA firm" to **Assistant Registrar (P&S), Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab.**

The original copy of DD should reach within 05 days from the bid submission end date & scanned copy to be uploaded with bid documents. Tender fees received after 05 days from bid submission end date shall not be accepted & bid will be summarily rejected.

Micro & MSME/NSIC and Firms registered and the firms registered with concerned Ministries/ Departments, the bidders are exempted from payment of Tender Fee as per GOI notifications/GFR (2017) and Ministry of Finance OM No. F.9/4/2020- PPD dated 12 November 2020.

ITEM WISE DETAILS

Sr. No.	Description	Qty. (in units)
1.	**Hiring a Chartered Accountancy Firm for the purpose of Internal Audit etc.** **ELIGIBILITY CRITERIA** 1. The firms should have experience of 3 years in preparation of accounts & audit of Central or State Organization/Regulatory/Other Authority and experience of accounting, taxation, consultancy, GST work, audit work of PSUs, Banks or Public Limited Companies. 2. The firm should depute one full time qualified/ semi qualified/ employee at our premises. 3. Atleast one partner must visit the campus every week. 4. The firm should be empaneled with C&AG office. 5. The turnover of the firm should be atleast 20 Lakh per annum during the last three years. 6. The firm should be registered with GST. 7. The firm should have minimum 3 qualified Chartered Accountants as full time exclusive partners out of which 1 partner should be FCA. (Please enclose the list). 8. The Firm should have minimum No. of 5 staff (Article/Audit Clerks). (Please enclosed the list of staff) 9. The firm should be able to work out the depreciated value of old plant and machinery along with constructed buildings. 10. The Firm should be only partnership Firm registered with ICAI. 11. The head office/branch office of the firm should be at tri-city. 12. The e firm should not be black listed by PSUs or Govt. (self-attested affidavit on Rs. 100/- stamp paper to be given by the firm)	**01**

1.1 Schedule and Scope of Work

(A) Accounts and Projects:-

The primary activities to be assigned to the Chartered Accountant Firm include:-

(i) Filing TDS/ e-TDS Returns.
(ii) Preparation, Verification and finalization of Annual Accounts.
(iii) Preparation of Endowment Account.
(iv) Filing of GST returns.
(v) Filing of Annual Income Tax Returns.

(vi) Preparation of FC-6 as required under Foreign Contribution (Regulation) Act, 2010 and Foreign Contribution (Regulation) Rules, 2011.

(vii) Audit and Certification of Statement of Expenditure and Utilization Certificate of various sponsored Research Projects and consultancy projects as per the requirement of funding agencies.

(viii) Quarterly Internal Audit.

(ix) Bank reconciliation statement on monthly basis.

(x) GST deposit, issue of certificates and adjustment like ITC.

(xi) Issue of TDS certificates including TDS under GST.

(xii) Opinion on various matters of taxation like GST, Income Tax and Custom Duty etc.

(xiii) Compilation and checking of projects data during annual closing.

(xiv) Audit certification of Utilization Certificates (UCs), wherever required by the funding agency.

(xv) Opinion on foreign taxation, different consultancy/ other agreements related to taxation/finance part and statutory compliances

(xvi) Consultation w.r.t. to receipts / donations and exemption benefits available to foreign alumnusand other contributors.

(xvii) Submission of 15 CA certificates related to foreign payments.

(xviii) Scrutiny and hearing of income tax refund & GST matters, etc.

(xix) Maintenance of computerized financial accounts by inputting entries in the Tally Software on daily basis, for which one person will be deputed.

(xx) Providing assistance at the time of C&AG Audit and help in drafting the reply.

(xxi) Internal audit and pre audit (concurrent audit) of all the expenditure entries/vouchers.

(xxii) The firm should be able to work out the depreciated value of old plant and machinery along with constructed buildings.

(xxiii) Matters related to the NPS.

The Chartered Accountant Firm will depute dedicated personnel(s) depending upon the volume of work involved in each activity and will report every month to the Registrar who will act as a counterpart to provide the necessary support to the personnel(s) attached by the Firm to the Institute. The certificate regarding the accuracy of accounts being maintained at the Institute should be given on quarterly basis by firm.

Details of all of the above-mentioned activities are presented in the following subsections: -

1.2 .1. Scope of work with respect to e-TDS Returns filing.

I. Creation of text file for filing of e-TDS return by using data file,

II. Advise the Institute on TDS/TCS provisions,

III. Preparation and submission/filing of quarterly returns of e-TDS (24Q, 26Q and 27EQ) based on the data of earnings and other records of Institute including generation of e-TCS Form 27A, generation of FVU file, validation of return using NSDL utility etc.

IV. Preparation and filing of correction/revised statements against the defaults

generated by TIN-NSDL and against the notices received from Income Tax Department during the period of engagement irrespective of the period for which the correction statement/return belongs,

V. Preparation and filing of replies to the income tax department in respect of notices /communications received by Institute in connection with the filing of e-TDS returns during the period of engagement irrespective of the period to which the notices belong,

VI. Preparation and filing of correction statements, whenever found necessary by Institute on detection of errors in the data maintained by the Institute,

VII. Preparation/generation and issuing the TDS certificates in Form 16 and Form 16A including TDS under GST,

VIII. Maintaining Employee Master detail required for FORM 24Q with Annexure & FORM16

IX. Maintaining Vendor Master details required for FORM 26Q with Annexure and FORM16A,

X. Maintaining monthly TDS deduction details of Employees/Vendors,

XI. Maintaining TDS deduction details, creation of Challans and entry of the deposit details obtained from the bank (Bank Challan serial Number/deposit date),

XII. Attaching/accounting of employees/vendors TDS to a specific Challan,

XIII. Adjusting TDS deductions in a Challan,

XIV. Calculations of any penalty/interest,

XV. Validation of PAN number with PAN database of NSDL.

XVI. Any other matter related to the above work required under the Income Tax Act, 1961,

1.2.2 Scope of Work with respect to Preparation and Verification of Annual Accounts.

I. Passing Reversal entries, where necessary in respect of accrued income and outstanding liability created for expenses and prepaid expenses,

II. Identifying prior period income/expenses, while passing the receipt and payment vouchers.

III. Ensuring that all adjustments are done on a monthly basis, which flow out of Bank Reconciliation statement. Checking of all monthly Bank Reconciliation Statements in respect of all Banks where the Institute has its accounts,

IV. Mapping the expenditure as booked under different sub-heads as per nature of expenditure,

V. Ensuring that all the data (i.e. all the vouchers of receipt and payment) are entered into Tally Software which is being used for keeping records,

VI. Passing of year-end adjustment entries required for accrual basis related to accrued income including interest on investments and FDs, interest on HBA etc, advances and outstanding liability for expenses we well as provision for retirement benefits on the basis of actuarial valuation and provision for depreciation,

VII. Preparation and Consolidation of Project Accounts, JEE, GATE and JAM Accounts (if any) with Institute Accounts,

VIII. Passing entries in respect of assets created out of sponsored projects where the ownership vests with the Institute, to merge them with the assets of the Institute under respective conventional classified Heads,

IX. Preparation of party wise schedules in respect of Travel, Temporary and LTC Advances.

X. Party wise schedules in respect of Payables and Receivables.

XI. Obtaining the data required for Actuarial valuation for pension gratuity, leave encashment and arranging to send the same to Actuarial, after getting the same approved from AR Accounts / DR Accounts,

XII. Preparing the Annual Accounts of the Institute comprising of Balance Sheet, Income and Expenditure Statement and Receipt and Payment Accounts as per the prescribed format of Accounts for Central Autonomous Bodies.

XIII. If required, to make a presentation of certified Annual Accounts to the Finance committee/Board of Governors,

XIV. Preparation of endowment fund accounts as detailed in 1.2.3.

1.2.3 Scope of Work with respect to Preparation of Endowment Account.

I. To check and to ensure that the transactions of endowment funds are passed only through the two bank accounts maintained for this purpose,

II. Identify investments against each of the endowment funds,

III. Ensure that interest earned on those investments is credited to respective endowment funds,

IV. Ensure that expenditure on the objective of endowments is met out of the interest component or principal component of the endowment as per the terms and conditions of endowment agreed with donor,

V. Apportion the interest earned on the two saving bank accounts to all the endowment funds asper the closing balance of each fund,

VI. Prepare a schedule of all endowment funds,

VII. To prepare consolidated account, expenditure against each fund be consolidated by taking expenditure from Main Accounts and IRD Accounts.

1.2.4. <u>Scope of Work with respect to GST Matters.</u>

I. Preparation and submission of GST Returns electronically as per statutory requirement,

II. Attending to previous pending assessments,

III. Providing all latest amendments through letters periodically and promptly,

IV. Preparation to appeals in respect of all GST matters,

V. Any other GST related matter which the Institute may seek the advise/opinion of the Firm.

VI. Consolidation of all the data required and depositing the GST.

(a) Advising on applicability of GST on various services rendered by the Institute,

(b) Advising on all matters/items covering its scope and applicability in case of agencies from whom Institute is availing the services,

VII. Co-ordination with Institute in all GST matters and visiting Institute for discussion,

VIII. Assessment of GST and attending the assessment proceedings and preparation of replies for submission to authorities upto the level of Commissioner.

IX. GST deposit, issue of certificates and adjustment like ITC

1.2.5 <u>Scope of work in respect of filing of Annual Income Tax Returns</u>

I. Preparation, vetting and filing of Annual Return of the Institute under Income Tax Act with various disclosures, computation notes and other issues relevant for the purpose of filing of the return,

II. Preparation/Review of revised return, if required, to be filed in respect of any financial year,

III. Preparation of detailed replies and submission thereof to the queries raised by Assessing Officer/Assistant Director Income Tax (Exemption), Dy. Director Income Tax (Exemption) during assessment or appellate proceedings or otherwise by tax authority of present/past appeals/proceedings or other hearings,

IV. Pursuing the refund claims.

1.2.6 Scope of work with respect to preparation of FC-6 form as required under Foreign Contribution Regulation Act,1976 (FCRA).

I. Preparation/Audit of FCRA returns online and offline,
II. Submission of FCRA returns online and offline.

1.2.7 Auditing and Certification of Statement of Expenditure and Utilization Certificates of various sponsored Research Projects as per the requirement of funding agencies.

1.3 Time Period

The Chartered Accountant firm will be required to provide the desired services initially for a period of One year which can be extended for a further period of two years (on yearly basis) subject to satisfactory performance and mutual consent of both the parties. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Chartered Accountant firm in the event their services are not found satisfactory at any time during the period.

1.4 Support and Inputs to the Firm

The Institute shall provide office space, computer(s)/printer(s), to the Firm to perform its services.

1.5 Pre-qualification Criteria (Technical Bid)

The bids of only those firms will be considered which satisfy the following eligibility criteria:

I. The Chartered Accountant Firm should have its registered established Office in Chandigarh/ Mohali / Panchkula **(Documentary proof should be attached)**

II. The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and GST Registration **(Documentary proof should be attached)**

III. The Firm should have been in operation for at least 5 years after its registration **(Documentary proof should be attached)**

IV. The Firm should be empanelled with the Comptroller and Auditor General of India (C&AG) **(Documentary proof should be attached)**

V. The Average Gross Professional Fees earned by the Firm in the last 3 financial years i.e. (2023-24, 2024-25 & 2025-26) must be equal to or more than twenty lakhs (20 lakhs) **(Copies of Audited Financial Statements should be attached)**

VI. The firms should have atleast 3 years' experience in preparation of accounts & audit of Central or State Organization/Regulatory/Other Authority and experience of accounting, taxation, consultancy, GST work, audit work of PSUs, Banks or Public Limited Companies.

1.6 Payment Terms

The payment shall be made against the services provided by firm, subject to the following terms and conditions:

I. The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period. The financial price quoted by the contracting firm shall be final. The rates quoted should have validity for at least three financial years. No request for extra payment on account of increase in price on whatever account will be entertained.

II. Any increase in statutory taxes during the contract period will be borne by the Institute; III. TDS under Income tax will be deducted at applicable rates;

IV. Payment shall be made on quarterly basis at the end of each quarter, starting from June, on submission of bill(s) and Internal Audit Reports.

V. The Institute reserves the right to deduct amount from the bill raised by the firm as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard.

1.7 Performance Security

The successful bidder will be required to deposit 5% of the bid amount towards Performance Security in the form of Bank Guarantee before execution of the agreement. The Bank Guarantee must be valid for the period of the contract plus 3 months. In case of further extension of the contract the Bank Guarantee will also be renewed by the successful bidder accordingly on yearly basis.

2. SUBMISSION AND EVALUATION OF THE TENDER

2.1 Submission of Tender

Interested firms meeting the pre-qualification criteria are requested to submit their Tender on Central Public Procurement Portal (URL:http://eprocure.gov.in/eprocure/app). The Technical Bid should contain the Prequalification-cum-Technical bid along with all supporting documents and Financial Bid should be uploaded as per BOQ provided**.**

The technical bid shall not contain any indication of the price offered for the job for which tender is given by the firm. In case it is found that the technical Bid contains the price for the job or any direct or indirect indication of it, the entire bid document will be summarily rejected.

All the pages of the Tender document including the annexure and copies of certificates should be signed by the authorized person of the Firm, along with the seal of the firm.

Tender should be submitted on the Central Public Procurement Portal (URL:http://eprocure.gov.in/eprocure/app) with respect to Technical Bid and BOQ as per format provided. Any unsolicited bids will not be entertained.

2.2 Queries Regarding the Tender

The interested firms may seek clarification, if any, on the tender document from the Institute by sending email to stores@iisermohali.ac.in.

2.3 Last Date of Submission of Tender online on Central Public Procurement Portal

Last date of submission of the Tender is 13th July 2026.

2.4 Evaluation of Tender

The Tender will be evaluated by the Purchase Finalization Committee on the basis of Pre-qualification-cum-Technical bids and financial bids.

2.4.1 Evaluation of Technical and Financial Bids

Technical bids of all the firms, which meet the prequalification criteria, would be taken up for detailed evaluation. Each firm meeting the pre-qualification criteria would be evaluated. Those firms, who do not meet the pre-qualification criteria, shall not be evaluated and their financial bids will not be opened.

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Sl. No.	Criterion	Firm's Strength and Capacity	
1.	The Firm must have its registered established Office in Chandigarh/Mohali/ Panchkula **(*Submit documentary proof)***	Address of the firm	
		Address of the firm	
		Name and address of the authorized official	
		Telephone No. Mobile: E-Mail: PAN No. GST No.	
2.	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN)under Income Tax registration under GST ***(Provide copies of all registration certificates)***	Registered with ICAI, then mention Registration Number (Date of Registration No.)	
		PAN of the CA Firm	
		Service Tax No.	
3.	The CA firm should be empanelled with Comptroller and Auditor General of India(C&AG) ***(Submit documentary proof)***	Empanelment Number	
4.	**The CA Firm should be** in operation for at least 5 years after its registration ***(Submit documentary proof)***	**Year of Registration**/Starting of operation	
		No. of years in operation after registration (in years)	

5.	Average Gross professional fee of the CA Firm for the last 3 (three) years i.e. (2023-24, 2024-25 & 2025-26) must be equal to or greater than Rs. 20 lakhs (Provide copies of the Audited Financial Statements for the last three years upto 31.03.2026 along with documents as per sub-annexure proforma-A5)	Average Annual Income (i.e. Average Gross Professional Fees received/ earned) of the CA firm in last 3 (three) years ending on 31st March of each year.

6.	The CA Firm should have three years' experience of preparation of Annual Accounts of Central Autonomous Bodies, filing of e-TDS returns (income Tax) and GST matters of Central autonomous Bodies/ NITs/ IITs/ Central Universities in the last five years ***(Details to be provided as per Performa A-6. Attach copies of work Orders/ work completion as evidence)*** (Please attach additional sheets, (if required).	No. of Central Autonomous Bodies where similar services were provided in the last three years Nos. (in figure) …… Nos. (in words) ……

7.	CA Firm should have minimum 3 (Three) partners ***(Submit the proof of the Ownership pattern and registration certificates along with details of the Chief Functionaries of the CA firms provided in proforma A-7)***	Nos. of Partners Nos. (in figure) …… Nos. (in words) ……
8.	**Numbers of staff on Payroll (Full Time)/Article ship incumbent/ Apprentices (if any)**	i) No. of Payroll Staff (Full Time) ii) No. of Article-ship Incumbent: iii) No. of Apprentices:

Certified that the above particulars are correct. In the event of any information found to be incorrect the Institute is at liberty to reject the proposal of the CA Firm.

Date: ***Signature:***

SEAL: ***Name and Designation:***

Sub-Annexure

PROFORMA: A5

Details of CA Firm's Professional Income
[Gross Professional Fees earned]

Particular	Financial Year 2024-2025	Financial Year 2025-26	Average Annual Income
Annual Income* (Rs. in Lakhs)			

* Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for all the 2 (two) years

Date: ***Signature:***

_____

SEAL: ***Name and Designation:***

_____

Sub-Annexure

PROFORMA: A6

Details of CA Firm's Experience of Similar Services
During the last three years

Sl. No.	Name of the Assignment	Name of the Assignment [Start date / End date]	Name of the Client	Nature of the Assignments (Pl. specify whether the work involved all jobs as detailed in scope of work)	Nature of the Supporting Documents provided
1.					
2.					
3.					

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

Date: ***Signature:***

_____

SEAL: ***Name and Designation:***

_____

Sub-Annexure

PROFORMA: A7

Details of CA Firm's Partners

Sl. No.	Name of the Member	Designation	Membership No.	Status (FCA/ACA)	Remarks
1.					
2.					
3.					
4.					
5.					

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

Date: ***Signature:***

_____

SEAL: ***Name and Designation:***

_____

ANNEXURE-B

FINANCIAL BID:-(Fee for the Financial Year 2026-27)**

Sl. No.	Description of Fees	Fees		Payment Schedule
		Rupees (in Figure)	Rupees (in Words)	
A.	Fee For the Financial Year 2026-27**			The service provider will raise bills as mentioned in payment terms.
Total Fee				

***** The quoted fee should be inclusive of Professional Fee, Travelling, Food and Other Expenses.***

N.B.: Statutory Changes in Service tax rate if any shall be borne by the Institute. Deductions shall be made by the Institute as per statutory rates and norms wherever applicable

We undertake that the rates quoted above by us will not change during the Contract period and its extended period. We also accept the payment schedule/payment terms.

Date: ***Signature:***

_____

SEAL: ***Name and Designation:***

_____

***

A) IMPORTANT NOTES: -

I. **The online updated Price BOQ is in INR format. Bids are invited in INR only.**

II. **The Online bids should be submitted directly by the service provider CA firm.**

III. **All MSME/NSIC/Startup Units shall be considered as per provisions/rules prescribed by Govt of India.**

IV. **Auto-extension of last date for E-Tenders has been activated by CPP Portal which has participation 2 bids or less.**

B) SUBMISSION OF TENDER

I. All bid/ tender documents are to be uploaded online at Central Public Procurement portal i.e. **https://eprocure.gov.in/eprocure/app** only and in the designated cover/ part on the website against tender ID. Tenders/ bids shall be accepted only through online mode and no manual submission of the same shall be entertained except tender fee Late tender will not be accepted.

II. The online bids shall be opened at the office of the Assistant Registrar (P&S), IISER Mohali, on above given date and time. If the tender opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be attended on the next working day at same time and place. IISER Mohali will not be responsible for any error like missing of schedule data while downloading by the Bidder.

III. The bidder shall upload the tender documents duly filled in and stamped by the authorized signatory on each and every page. Tender not submitted/uploaded in the prescribed form and as per the tender terms and conditions shall be liable for rejection.

IV. The bidder shall upload scanned copy of the PAN Card, GST number duly signed and stamped. **Also, bidders applying against "MSME/NSIC Certificate" issued by appropriate Authority, should ensure that the certificate attached is relevant to the area of service/supply. For example, If the tender is for "supply & installation of Desktop"** ***the certificate should be issued for activity/area of "Computer supply and services activities etc." otherwise bid will be REJECTED without notice.***

V. E-procurement system ensures locking on the scheduled date and time. The system will not accept any bid after the scheduled date and time of submission of bid.

C) INSTRUCTIONS

1. The Online bids should be submitted directly by the service provider CA firm, if quotation is submitted/filled by any representative/agent/dealer then they must upload an authority certificate from the principal company for quoting the price otherwise such quotation will be rejected.
2. The quantity mentioned in this inquiry is and shall be deemed to be only approximate and will not in any manner be binding on the Institute. Before the deadline for submission of the online bid, IISER Mohali reserves the right to modify the tender document terms and conditions. Such amendment/modification will be notified on website against said tender ID.
3. The rates offered should be FOR Chandigarh/Mohali in case of firms situated outside Chandigarh/Mohali, and free delivery at the Institute premises in case of local firms. Conditional tenders will be summarily rejected.
4. Tax: This Institute is not exempted from the payment of GST. The current rate (i.e. percentage of GST should be clearly indicated included or excluded) wherever chargeable. Please also provide/upload the copy of PAN card, GST number duly self-attested.
5. **GST: As per GOI Rules**.
6. Bidder/s quoting in currency other than **Indian Rupee (INR)** should explicitly mention the currency in which tender quoted wherever applicable in Technical Bid along the tender documents.
7. **The firms are requested to provide/upload detailed confirmation of all criteria/ description/ conditions stated above** and should also enclose **Compliance Sheet.** In the absence of these particulars and documents, the quotation is liable for rejection. Tenders not accompanied by detailed information as required, are liable to be rejected.
8. This is a limited tender notice with following prospective firms:
   a) M/s Vishwa Mitter & Co.
   b) M/s Parminder Pal Singh & Associates.
   c) M/s Prem Garg & Associates.
   d) M/s Prem Ravinder & Co.
   e) M/s Kumar Bhagwad & Co.

9. If any information furnished by the bidder is, at any stage found to be incorrect, false or fabricated, the Institute/purchaser shall have the absolute right to forfeit the security deposits, in addition to cancellation of contract, forfeiting the warranty/performance Guarantees and other action in accordance with law, such as black-listing, risk & cost etc.

10. Validity of offer: 90 days.

11. The firm should furnish Security deposit/Performance Bank Guarantee @ 5% **(as stated in clause 1.7 above**) of the value of order, in terms of Ministry of Finance, DoE, GOI, OM. No. F.9/42020-PPD dated 12-11-2020 and extension of vide circular no. F.9/4/2020-PPD dated: 30th December.

12. The right to reject all or any of the quotation and to split up the requirements for itemized L-1 or relax any or all the above conditions without assigning any reason is reserved by the IISER Mohali. For any corrigendum and addendum please be checked the website https://eprocure.gov.in/eprocure/app and http:/www.iisermohali.ac.in

13. Disputes, if any, shall be subject to jurisdiction in the court of Mohali only.

-Sd-
सहायक कुलसचिव (क्रय तथा भंडार)
Assistant Registrar (Stores & Purchase)