



# भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI**

Transit campus: Sree Rama Engineering College Campus, Rami Reddy Nagar,  
Karakambadi Road, Mangalam (B.O), Tirupati - 517 507  
Website: <http://www.iisertirupati.ac.in/>

**Open Tender No: IISERT/PUR/0527/21**

**Date: 17/02/2022**

The Indian Institute of Science Education and Research Tirupati is an Institute of National Importance under Ministry of Education, Government of India.

**The Director, IISER Tirupati invites online bids (e-Tender in two bid system) for engagement of Internal Auditor.**

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or Institute website [www.iisertirupati.ac.in](http://www.iisertirupati.ac.in) and bid is to be submitted online only through the E-procurement portal up to the last date and time of submission of tender.

## **Critical Dates of Tender**

<b>Sr. No</b>	<b>Particulars</b>	<b>Date</b>	<b>Time</b>
1	Date of Online Publication/Download of Tender	17.02.2022	16:00 Hrs
2	Pre-Bid Meeting via Google Meet	23.02.2022	15.00 Hrs
3	Bid Submission Start Date	18.02.2022	15.00 Hrs
4	Bid Submission Close Date	07.03.2022	15.00 Hrs
5	Opening of Technical Bids	08.03.2022	15.30 Hrs

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 91-8826246593.



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## **Instructions for Online Bid Submission**

This tender document has been published on the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) & the Institute website [www.iisertirupati.ac.in](http://www.iisertirupati.ac.in). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

## **REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.



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6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
7. The CPP Portal also has user manual with detailed guidelines on enrollment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
8. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

## **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF BIDS**

1. Bidder should consider any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of



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documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST, Experience certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. The Financial Bid can be submitted in PDF format also. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.



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4. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
5. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
6. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
7. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.
8. Bidder should provide documentary evidence for all the statutory registration certifications/experience/financial statement etc. wherever asked for in the tender. Incomplete tenders without any documentary evidence shall be summarily rejected

### **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 91-8826246593**



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## **TERMS OF REFERENCE**

### **Qualifying criteria for submitting proposals:**

1. The Firm should have at least three years of experience in the Audit of IITs/IIMs/IISERs/NITs/Central Universities, where accrual-based double-entry accounting systems are implemented.
2. The Chartered Accountant firm should have minimum two full-time partners out of which at least one should be FCA Partner and the remaining may be FCA/ACA partners.
3. The agency must have an office at Tirupati (or) nearby (within a vicinity of 100 kms) for ease of administrative & statutory requirements.
4. Must be registered with the Institute of Chartered Accountants of India for not less than 10 years as on 31<sup>st</sup> March 2021. (Self-Attested copy of Registration Certificate issued by Institute to be furnished)
5. The firm must be empaneled with Comptroller & Auditor General of India. (Self-Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be furnished)
6. Must be registered under Goods & Service Tax Act. (Self- Attested GST Registration Certificate to be furnished)



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## **General Conditions:**

1. Institute reserves the right to reject only or all the tenders at any stage or accept them in part or reject the lowest tender without assigning any reason thereof, and the decision of the Institute in this respect shall be final.
2. Institute may seek confidential feedback from any / all clients at any stage before/after opening technical/commercial bids and may take decision based on the client's feedback.
3. The contract can be terminated at any point of time if the Firm's services are not found satisfactory by giving 60 days' notice. In such an event, the work shall be got done from another agency at the risk & cost of the defaulting firm. The decision of the Director, IISER Tirupati, shall be final in this regard.





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## **INVITATION FOR TENDER**

1. Indian Institute of Science Education and Research (IISER), Tirupati invites e-Tender for engagement of Internal Auditor at IISER Tirupati. The Bidders are requested to give detailed tender in two Bids i.e.
  - i. **Part - I: Technical Bid.**
  - ii. **Part - II: Commercial Bid.**
  
2. **PRE-BID CONFERENCE:** In view of Covid-19, IISER Tirupati will be conducting a Pre-bid conference through Google Meet/any other virtual mode on 23/02/2022 from 15:00 Hrs. to 16:30 Hrs. (IST). All prospective bidders are requested to kindly send their queries through email at [purchase@iisertirupati.ac.in](mailto:purchase@iisertirupati.ac.in) so as to reach latest by 22/02/2022. Clarifications to all the queries received before the due date will be given during the Pre-Bid Meeting and only the queries which remain unclarified (or) the queries which have an impact on the change in technical specifications will be mentioned in the minutes of the pre-bid meeting and the same will be uploaded on our website and CPPP portal. **No queries will be entertained after the Pre-bid meeting.** In the event of all queries received being clarified during the pre-bid & if there are no changes in the technical specifications then nil report will be uploaded in the website and CPPP portal.

The Google Meet/other virtual id will be personally sent via email to the vendors interested in attending the Pre-Bid conference upon their request. Vendors interested must send a request for access to Pre-Bid conference at [purchase@iisertirupati.ac.in](mailto:purchase@iisertirupati.ac.in). Bidder attending Pre-Bid conference via Google Meet must ensure of active and uninterrupted high-speed internet connection with a working microphone and camera from their end. In case of frequent disconnection (or) bad connection, IISER Tirupati will not be responsible for the same and no further correspondence will be entertained post the date of Pre-Bid meeting.



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## TIME SCHEDULE

Sr. No	Particulars	Date	Time
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4	Bid Submission Close Date	07.03.2022	15.00 Hrs
5	Opening of Technical Bids	08.03.2022	15.30 Hrs

## AVAILABILITY OF TENDER

- The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and <http://www.iisertirupati.ac.in/tenders/> should be submitted only through E-Procurement Portal
- The technical offer **should not contain any price information.**



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## **GENERAL TERMS AND CONDITIONS**

1. The Tender document comprises two parts; (I) Technical bid (.pdf) and (II) Price bid (.xls and .pdf)
2. At the first stage, the Technical Bids shall be opened on due date and technical evaluation shall be carried out based on the Technical Bid Proforma, documents submitted, tendered terms, conditions, eligibility etc. **Tenderer who submits Financial Bid with Technical Bid together shall be disqualified.**
3. The Financial bids of only those tenderers will be opened who are declared qualified by the Technical Evaluation Committee. If tenderer quote NIL charges, the bid will be treated as unresponsive and will not be considered. In case of multiple tenders emerging as Lowest I (L I), the contract shall be then awarded to the tenderer amongst L-I who with maximum experience in conducting Internal Audit for Institutes of National Importance in the last 5 years.
4. Bidders technically disqualified shall be intimated via email
5. The tender is not transferable under any circumstances.
6. Telegraphic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
7. Tender in any form other than the prescribed form issued by IISER Tirupati shall not be considered and will be summarily rejected.
8. The Contract shall be initially for a period of three years, subject to satisfactory performance of compliance of all terms and conditions of the agreement.
9. Copy of work order/agreement and/or self-certified certificates will not be accepted as certificate of experience. If any document other than certificate of experience is produced, such document will not be accepted as relevant. Tenders not accompanied by certificate of experience issued by the client will automatically stand disqualified.
10. **CERTIFICATE OF EXPERIENCE:** The tenderer must produce certificate of experience from the clients. The certificate should clearly mention the following details:



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Sr. No	Description
01	Name of the client and full address
02	Telephone and FAX number of the client
03	Details of work performed
04	Period of work (starting and ending)

**Note:** The certificate of experience should be exclusively for conduct of Internal Audit of Autonomous Body Accounts.

11. The decision of the Director, IISER Tirupati with regard to the determining of quality of work/services done by the contractor or his employees shall be final and acceptable to the contractor. The Director, IISER Tirupati reserves the right to get the work/services so rejected done/replaced at his own level at the risk and cost of the contractor after giving him a notice in writing and the expenditure incurred on this count shall be recovered from the contractor from its outstanding dues or by revocation of any or **all parts of the bank guarantee**, as may think proper.
12. Within ten (10) days of the award of contract, the vendor shall furnish a Performance Bank Guarantee: to 3% of the contract value in the form of Bank Guarantee (from scheduled Bank only) favoring the Director, Indian Institute of Science Education and Research, Tirupati.
13. The IISER Tirupati will forfeit the Bank Guarantee, if vendor fails to execute the contract as per the contract terms and conditions.
14. In case of Contractor decides to conclude the contract before the expiry of 36 months from the date of commencement of contract, Contractor shall forfeit the bank guarantee held with the Institute.
15. The prices must be valid at least for a period of 180 days from the date of opening of the Tender. No changes in prices will be acceptable in any condition after opening of tender till the validity of the offer or execution of the order whichever is later



**SCOPE OF WORK:**

**Detailed Scope of Work:**

A broad outline of the scope of audit services shall include the following:

1. Audit to be done for the whole financial year in quarterly intervals through adequate and qualified internal audit staff.
2. Audit for the first 3 Quarters ending on 30<sup>th</sup> June, 30<sup>th</sup> September, 31<sup>st</sup> December should be completed in all respects, including submitting the internal audit report by the end of July, October, January, respectively. However, the Internal Audit for the 4<sup>th</sup> quarter ending on 31<sup>st</sup> March should be completed by 20<sup>th</sup> April.
3. Checking of all the accounting records, including Receipts, payment and journal vouchers, Ledgers.
4. Review of purchase and services, including Engineering and Construction activities.
5. Review of existing Accounting System and recommend suggestions to ensure adequate internal controls.
6. To prepare the statement of accounts (Balance Sheet, Income & Expenditure, Receipts & Payments, Fixed Assets Registers etc.), including schedules at the end of the financial year to be put up to the Finance Committee and Board of Governors.
7. Verification of quarterly Tax returns filed like 24Q, 26Q and filing of annual tax returns.
8. Audit and certification of the annual accounts, review of compliance of all statutory obligations like Income tax, GST, professional tax, Works Contract Tax, Labour Welfare Cess and customs, etc.
9. Technical updates on various taxation laws, finance, accounts, audit matters, etc., to be provided regularly.

**Payment & Price Validity:**

1. Any changes in GST rates or imposition of new tax on this service during the contract period will be borne by the Institute.



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2. TDS under Income tax will be deducted at applicable rates.
3. The Service Provider will raise the quarterly bills an amount equal to 1/4 of annual audit fees per annum.
4. The fees should be quoted is inclusive of Travelling Allowance. No price variation would be allowed during the contract period.

## **Period of Engagement:**

1. The engagement shall be for a period of three years i.e. F.Y. 2022-23, 2023-24 and 2024-25.
2. The agency shall start providing services within 30 days of issue of Letter of Award/ Intimation.

## **Contents of the Proposal:**

1. The **technical proposal** in addition to proof of eligibility shall contain:
  - a. All the information, documents and clarifications as required under **Annexure I**.
  - b. Copy of the NIT Document signed on every page by the duly authorized Signatory.
2. The **Financial Proposal** shall be submitted in the format given in **Annexure-II**

## **Evaluation and Selection:**

1. The proposals shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
2. The Financial Proposals shall be opened of those Firms who will qualify in the technical evaluation.
3. Date of Opening of Financial Proposals shall be communicated to the technically qualified firms.



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4. For financial evaluation, Price excluding Tax shall be taken into consideration

### **Award of Contract:**

1. Contract shall be awarded to the firm whose evaluated bid price will be the lowest in financial bid.



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## ANNEXURE: I

**Profile of the Applicant (to be furnished along with the Technical proposal cover A on the letter head of the firm)**

SI	Particulars	Details
01	Name, correspondence address, Tel. No. and contact person of the Firm and its Office/Branch Office details at Tirupati or nearby (with in vicinity of 100 KM).	
02	Brief background of the Firm containing the number of partners (FCA/ACA) and other staff and their qualifications, experience etc.	
03	The number of years of experience of the Firm in Internal Audit of Autonomous Bodies along with supporting documents.	
04	The Firm should submit the list of clients served during the last five years along with supporting documents.	
05	PAN No. (attach copy) and GST No. (attach document).	
06	Date of Registration under Goods & Service Tax Act. (Self-Attested Goods and Service Tax Registration Certificate to be attached.)	
07	Date of registration with the Institute of Chartered Accountants of India. (Self-Attested copy of Registration Certificate issued by Institute to be furnished)	
08	Empanelment with Comptroller & Auditor General of India. (Self- Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be furnished)	





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**Note:**

- (i) Information may be furnished in separate sheet (s) wherever necessary.
- (ii) In case of documents, they should be self-attested photocopies.

We hereby agree with all the terms and conditions of the NIT and we hereby undertake to abide by same.

Date:

Authorized Signatory

Place:

(Signature and seal of the authorized signatory)



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**ANNEXURE II**

**Name of the Bidder:**

**Financial Bid**

**(Amount in Rs)**

	FY 2022-23	FY 2023-24	FY 2024-25	Total Fee
Annual Internal Audit and Advisory fee (excluding GST)				

**(Signature of the tenderer)**

1. The Bidder must quote the rates in figures as well as in words correctly in the Financial Bid
2. Quotation is invited for each of the 3 consecutive financial years.
3. The lowest bid of the total fee quoted will be considered for award of contract.



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**ANNEXURE - III**

**LIQUIDATED DAMAGES CLAUSE**

**(To be given on original letter head of the Firm)**

1. The agency shall be responsible for the faithful compliance of the provisions of the work order. Any breach or failure to perform the same may result in termination of the work order contract as well as other legal recourse.
2. Any misconduct/misbehavior on the part of manpower deployed by the agency will not be tolerated and such person will have to be replaced immediately upon instructions from the Institute.
3. The Director, IISER Tirupati reserves the right to reject any or all Tenders in whole or in part without assigning any reason thereof. The decision of the Director IISER Tirupati shall be final and binding on the agency/agencies in respect of any clause covered under the contract.

**(Signature of the tenderer)**

**Office Seal**



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**ANNEXURE - IV**

**BID SECURING DECLARATION FORM**

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the Institute during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)



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in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for and on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing) Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)



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**ANNEXURE - V**

**NO RELATIONSHIP CERTIFICATE**

(On Firm Letterhead)

1. I/We hereby certify that I/We\* am/are\* related/not related (\*) to any officer of IISER Tirupati. (If Related provide the details of the employee)
2. I/We\* am/are\* aware that, if the facts subsequently proved to be false, my/our\* contract will be rescinded with forfeiture security deposit and I/We\* shall be liable to make goods the loss or damage resulting from such cancellation.
3. I//We also note that, non-submission of this certificate will render my / our tender liable for rejection.

Date:

Place:

Authorized Signatory

Name:

Designation

Contact No.:



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**ANNEXURE - VI**

**DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION**

(to be provided on letter head of the firm)

I hereby certify that the above firm namely \_\_\_\_\_ is neither blacklisted by any Central/State Government/Public Undertaking/Institute nor any criminal case registered / pending against the firm or its owner / partners anywhere in India (or) against any of its branches (or) partners abroad.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Place:

Authorized Signatory

Name:

Designation:

Contact No.:



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**ANNEXURE – VII**

**UNDERTAKING FOR SUBMISSION OF PERFORMANCE BANK GUARANTEE**

(On company Letter Head)

Date: .....

Tender No.:.....

We undertake to submit Performance Bank Guarantee (PBG) of 3% of the contract value in case IISER Tirupati decides to award the contract to us against tender no. .... dated ..... for engagement of Internal Auditor. The PBG will be valid for 60 days beyond the expiry of the contract for a period of three years.

Thanking you,

Sincerely,

For M/s \_\_\_\_\_(Name of the bidder)

Signature & company

Seal

Name

Designation

Contact.





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**IMPORTANT NOTICE**

TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IISER TIRUPATI WILL PROCESS THE TENDER AS PER IISER TIRUPATI STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. IISER TIRUPATI WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHOSE BIDS ARE REJECTED.

I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Tenderer