



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/6061555
Dated/दिनांक : 17-03-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	07-04-2025 14:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	07-04-2025 14:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Delhi
Department Name/विभाग का नाम	Education Department Delhi
Organisation Name/संगठन का नाम	Directorate Of Education
Office Name/कार्यालय का नाम	South West
क्रैता ईमेल/Buyer Email	buycon1.dbtb.del@gembuyer.in
Item Category/मद केटेगरी	Manpower Hiring for Financial Services - Onsite; Chartered Accountant
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	2 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No

Bid Details/बिड विवरण

Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	600000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	HDFC Bank
EMD Amount/ईएमडी राशि	12000

ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

MD

Delhi bureau of text books 25/2 institutional area, pankha road D block janak puri, new delhi 110058
(Managing Director)

MII Compliance/एमआईआई अनुपालन

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

MSE Purchase Preference/एमएसई खरीद वरीयता	No
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1. 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.

2. 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.

3. 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.

4. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**Manpower Hiring For Financial Services - Onsite; Chartered Accountant (1)****Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	
Deployment Location	Onsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	CAG empanelled
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	5 - 7 Years
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of manpower deployed	Additional Requirement/अतिरिक्त आवश्यकता
1	Nirmal Kumar Joshi	110058,25/2, Institutional Area, Pankha Road, D-Block, Janak Puri, New Delhi	1	<ul style="list-style-type: none">Number of Months : 12

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

1. Generic

OPTION CLAUSE: 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, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

- Provisions for workmen compensation, insurance, public liability, property damage, insurance etc. to be ensured by the contractor. Also, safety measures prescribed for working in Extra High Voltage & use of personnel protective equipment must be adhered to.
- Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

- Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
- Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
- Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
- Creating BoQ bid for single item.
- Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
- Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
- Floating / creation of work contracts as Custom Bids in Services.
- Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for

[attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)

9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. 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.

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 within 4 days of bid publication on GeM. 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 are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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 General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

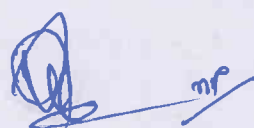


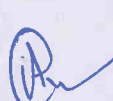
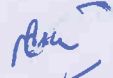
In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While 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./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।

---Thank You/धन्यवाद---

27/c

BID DOCUMENT

Bid Details	
Bid End date/time	-----
Bid opening date/time	-----
Bid offer Validity (from end date)	90 (days)
State	Govt. of NCT of Delhi
Department Name	Directorate of Education, Delhi
Organisation Name	Delhi Bureau of Text Books
Office Name	DoE, GNCT of Delhi
Buyer Email	Buycon1.dbtb.del@gembuyer.in
Item Category	Hiring of Services of CAG empanelled Chartered Accountant Firms
Contract period	1 Year
Minimum Average Annual Turnover of the bidder (for the last 3 years)	As per Section IV of Tender Document
Years of Past Experience required for same/similar service	5 Years
Past Experience of similar services required	Yes
MSE Exemption for years of Experience and turnover	No
Start-up Exemption for years of Experience and Turnover	No.
Document required from service provider	As per section I of Tender Document
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled	No
Type of Bid	Two Bid System
Time allowed for technical Clarifications during technical evaluation	48 hours
Estimated Bid value	Rs. 6,00,000/- (Inclusive of GST)
EMD Amount	Rs.12000/-
Evaluation Method	As per Section - IV
Arbitration clause	As per clause 19 of Section- III

26/c

1	Notice Inviting Tender	3
2	Tender Schedule	4
3	Section – I : Minimum Eligibility Criteria	5
4	Section – II : Instructions for the Bidders	6
5	Section – III: Terms of Reference	9
6	Section – IV : Bid Opening; Evaluation Process	14
7	Section – V : Proforma for Technical Bid/Minimum Eligibility Criteria	15
8	Section – VI : Proforma for Financial Bid	17
9	Annexure – I : Undertaking for the participation in the Tender	18
10	Annexure – II : Format of Bid Security Declaration From Bidders In Lieu Of EMD	19
11	Annexure – III : Affidavit Regarding Blacklisting/Non black listing from taking part in Govt./PSU/CAB tender	20
12	Annexure – IV : Details of CA Firm's Turnover Format	21
13	Annexure – V : Format for providing details of experience of works	22

Handwritten signatures and initials in blue ink at the bottom of the page, including a large signature on the left, 'MP' in the middle, 'Arun' to the right, 'Aditya' and 'Hoc' further right, and two more signatures on the far right.

25/c

DELHI BUREAU OF TEXT BOOKS
25/2, INSTITUTIONAL AREA, PANKHA ROAD
"D" BLOCK, JANAHPURI, NEW DELHI-110058
EMAIL-delhibureauoftextbooks@gmail.com

No.F.Acctts./DBTB/2024-25/

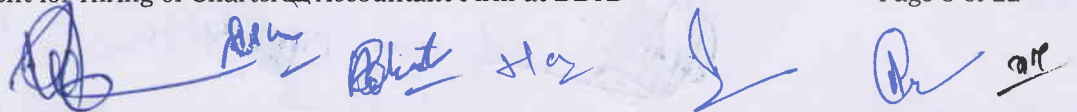
Dated:

Notice Inviting Tender

Subject: Tender document for Hiring of Chartered Accountant firm for providing work/Services at Delhi Bureau of Text Books through GeM Portal only for the financial year 2025-26- Reg.

1. Delhi Bureau of Text Books (Delhi) is an Autonomous Organization registered under the Societies Registration Act, 1860 in GNCT of Delhi.
2. Delhi Bureau of Text Books invites tenders under Two Bid System, through GeM Portal only, from eligible, experienced, financially sound and registered Agencies/Firms in the prescribed format for Hiring of Chartered Accountant Firm for Providing Work/Services at Delhi Bureau of Text Books through GeM Portal Only for the financial year 2025-26. The eligibility criteria for the agency, procedure and instructions for submission of bid document and selection process are mentioned in this tender document.
3. Before submission of the bid, through GeM portal, interested bidders are advised to go through the tender document carefully and fill in all relevant information and submit complete tender documents through GeM Portal as well as hard copy of document as stated in Section -V of tender document in the chamber of Secretary (DBTB).
4. For any queries relating to the tender documents and the terms and conditions contained therein, bidders may seek clarification, within the stipulated time, by writing email to delhibureauoftextbooks@gmail.com .

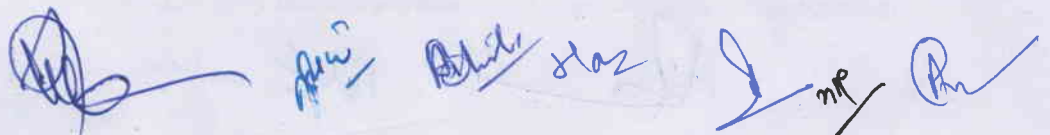
SECRETARY(DBTB)



24/c

Tender Schedule

Name of the Work	Hiring of Chartered Accountant Firm for Providing Work/Services at Delhi Bureau of Text Books through GeM Portal Only.
Bid Submission Start Date	As per GeM
Pre-Bid Meeting Date	As per GeM Venue: CONFERENCE ROOM SECRETARY(DBTB), 25/2, INSTITUTIONAL AREA, PANKHA ROAD "D" BLOCK, JANAHPURI, NEW DELHI-110058
Last Date for Submission of Bid (through GeM portal only)	As per GeM
Technical Bid Opening Date	As per GeM
Date and Time for Presentation before the committee	Will be intimated through email to the eligible bidders.
Financial Bid Opening Date	As per GeM



HTC
23/c

Section - I

MINIMUM ELIGIBILITY CRITERIA

1. Minimum Eligibility qualification for evaluation of Technical Score

- 1.1 The Chartered Accountant Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and should have PAN Number and GST Registration Number. The CA Firm should also be empanelled with C&AG.
- 1.2 The Firm should have been in operation for at least 05 years after its registration.
- 1.3 The average Annual Turnover of the Firm during the last 3 financial years (i.e. 2021-22, 2022-23 and 2023-24) must be at least 30% of the estimated value. Must attach duly audited/certified copy of C.A. Firm (other than bidding C.A. firm) as per prescribed annexure - IV or its equivalent. The firm should also be a profit making firm.
- 1.4 The Firm should have experience of at least Three Original assignments awarded from the financial year started from 2019-20 in Preparation & Finalization of Annual Account, Internal Audit/Filing of Statutory Returns etc. in any Central/State Government Funded Educational Institution or Central/State Government Funded Research Institutions or in any Govt. funded Educational Body. Must attach documentary evidence where the scope of work has been mentioned.
- 1.5 The Firm should have their registered head/branch office in GNCT of Delhi. which should be in operation during last one year. Must attach supporting document which substantiate the claim.
- 1.6 The Chartered Accountant Firm should have Minimum Two (02) Full time FCA. Details of the same should be attached.
- 1.7 An Affidavit Duly certified by a Notary in the prescribed Annexure -III regarding blacklisting/non-blacklisting of firm/agency must be uploaded. The said affidavit should be issued within 03 months from the date of issue of tender.
- 1.8 Production of originals for verification: The bidder may be asked to produce the original documents for verification at any stage of tender process or as and when sought for, failing which the bids are liable for disqualification.
- 1.9 Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company referring page numbers on which documents are placed.
- 1.10 **Earned Money Deposit (EMD)** – The bidder has to submit Bid Security Declaration in lieu of EMD. Format of declaration is placed at Annexure - II. Tender without Bid Security Declaration from the Bidders shall not be considered.

MJP [Signature] [Signature] [Signature] [Signature] [Signature] [Signature]

INSTRUCTIONS TO THE BIDDERS**2. Minimum Eligibility Criteria**

2.1 Minimum Eligibility Criteria will be as per Section - I.

3. Scope Work/Services

3.1 Scope of work/services shall be as per Section - III.

4. EMD and Performance Security

4.1 Earnest Money Deposit (EMD) - The bidder has to submit Bid Security Declaration in lieu of EMD. Format of declaration is placed at Annexure - II. Tender without Bid Security Declaration from the Bidders shall not be considered.

4.2 Performance Security - Successful bidder has to deposit a sum of equivalent to 5% of total annual contract value, in the form of Bank Guarantee/Demand Draft/FDR etc. in favour of Managing Director, Delhi Bureau of Text Books" payable at DBTB, Delhi. The performance security shall be released after two months beyond date of all contractual obligations, without any interest. No exemption is allowed to NSIC/MSME registered firm.

5. Cost of Bidding

5.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the DBTB will, in no case, be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish any or all information sought by the bidding documents or submission of a bid not responsive to the bidding requirements in any respect will be at the Bidder's risk and may result in rejection of bid.

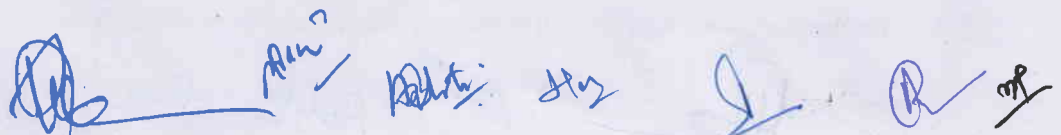
6. Language of Bid

6.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid shall be written in English language.

7. Period of Validity of Bids

7.1 Bids shall remain valid for 90 days from the date of opening of technical bid. A bid valid for a shorter period shall be rejected as non-responsive.

7.2 In exceptional circumstances, the DBTB may ask the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder may refuse the request. If extension is given, a Bidder will not be permitted to modify the bid during the extended bid validity period.



5/10

8. Modifications and Withdrawal of Bids

- 8.1 No bid will be modified after submission of bids. No documents will be accepted in support of essential pre-bid criteria after the last date of submission of bids.
- 8.2 No bid will be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder in the bid form. Withdrawal of a bid during aforementioned interval may result in blacklisting of firm.

9. Right to accept or to reject any bid or all bids

- 9.1 DBTB reserves the right to accept or to reject any bid or all bids, and to annul the bidding process at any time prior to award of contract, without assigning any reasons thereof and DBTB shall not bear any monetary liability incurred to the affected Bidder(s). Decision of Delhi Bureau of Text books in this regard shall be final and binding to all.

10. Notification of Award

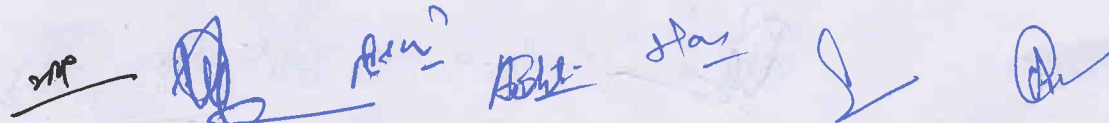
- 10.1 Prior to the expiry of the validity period of bid, Delhi Bureau of Text books shall notify the successful bidder in writing that their bid has been declared qualified and award letter is being issued. The Bidder has to give his acceptance within 05 (Five) days from the date of issue of award letter.
- 10.2 Before commencement of work, successful bidder has to execute an agreement on a Non- Judicial Stamp paper of Rs. 100/- or above. Cost of the stamp paper will be borne by the bidder.

11. Period of Contract

- 11.1 The contract period of Chartered Accountant firm, to provide the desired services, shall be for a period of One F.Y. 2025-26.
- 11.2 However, assigned contract may be terminated with a notice of 15 days without assigning any reasons thereof. Decision of the DBTB in this regard shall be final and binding. No correspondence in this regard shall be entertained.
- 11.3 Notwithstanding anything contained herein above, the DBTB reserves the right to discontinue the services of Chartered Accountant firm in the event their services are found unsatisfactory at any time during the contract period.

12. Termination of Contract

- 12.1 If the services of the firm are not found satisfactory, they will be issued a written notice for improvement by the DBTB Authority. If satisfactory improvement is not found (within 01 week) after this notice, a final notice will be issued to the firm by the DBTB Authority to terminate the contract without prejudice to any rights or privileges accusing to either party prior to such termination. During the period of notice, both parties shall continue to discharge their duties and obligation.
- 12.2 The DBTB also reserves the right to terminate the contract by giving 15 days' notice to the agency without assigning any reasons thereof. Decision of the Delhi Bureau of Text books in this regard shall be final and binding.
- 12.3 The DBTB in any situation will not be under any obligation to pay compensation or make the payment for which services are not rendered.



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13. Clarification of Bids

- 13.1 During evaluation of the bids, the DBTB may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing through GeM shall be sought, offered or permitted.
- 13.2 Any effort by a Bidder to influence the DBTB Authority in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.



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Section-III

TERMS OF REFERENCE

14. Scope of Work/Services

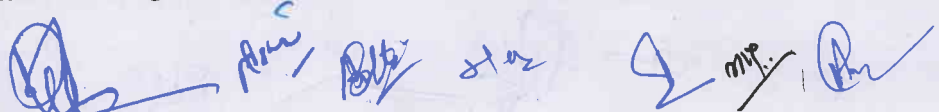
14.1 The work/services consist of following jobs (the bidder shall quote consolidated price inclusive of GST for all of the jobs listed below:

Job -I

- Maintaining books of accounts on accrual basis in Tally System.
- Verification of vouchers in regard to appropriateness of Supporting documentary evidence and correctness of heads of accounts.
- Review of actual expenses incurred as per delegation of Financial powers
- Prepare bank Reconciliation of Bank Accounts.
- Authenticity of salary vouchers in regard to appropriateness of heads of accounts.
- Prepare Monthly Income & Expenditure statement as per the format of Bureau.
- Preparation of Final Accounts/Income and Expenditure accounts and Balance Sheet and Certification for Half Yearly/Annual Information required by Head Office on Half yearly/ Yearly basis as per guidelines issued by Head Office.
- ITRs and GSTRs filing. Deal with or to defend the case against Assessment Order and Notice served /Appeal notices served to the Bureau by Income Tax department and to defend all notices of GSR-DRC and other notices send by the relevant organization from time to time.
- Income Tax case scrutiny. To defend Penalty matters dealt with Income tax and GST department.
- Faceless Assessment/re-Assessment against the Order issued by Income Tax Department under Section 144B of Income Tax Act,1961.
- The CA firm shall be required to depute one CA/supporting staff to assist the Delhi Bureau of Text Books office in accounting/taxation and other related activities on regular basis and as and when required by the Delhi Bureau of Text Books, apart from monthly routine audit.

18/c

- Appropriateness of deduction of tax at source from salary in reference to Savings & Investments, Income from House Properties submitted by employees as well as from payments in compliance of the provisions of the Income Tax Act. Verify timely payment of TDS amount to appropriate authorities. Review the correctness of the TDS returns before these are filed with the appropriate authorities.
- To advise and to assist in all TDS/GST-TDS related issues including amendments.
- To verify the segregation of all the expenses heads in regard to deductibility/non-deductibility of TDS/GST-TDS.
- To attend to all communications, notices of the Tax Authorities and to appear to all hearings before Tax Authorities upto the Tribunal Level.
- Facilitation in preparation of quarterly TDS/GST-TDS Returns and uploading of the same. Ensuring that TDS/GST-TDS deducted and deposited under appropriate section.
- Filing of correction statement/Rectification of TDS/GST-TDS Returns already filed, if required.
- Other Tax related issues as per amendments in Income Tax Act.
- To certify that necessary accounting entries and payments to Income Tax/Service Tax authorities have been made on time. Review of books of accounts and vouchers in regard to appropriateness and correctness of heads of accounts.
- Quarterly auditing of books of accounts along-with the physical vouchers and submission of Quarterly Audit Report within One month of the quarter end.
- Verification of Bank Reconciliation Statements of Institute accounts.
- Filing of TDS Returns and issuance of Form16/16A. This includes preparation and filing of correction/revised statements against the defaults generated by TIN-NSDL and against the notices received from the Income Tax Department during the period of engagement irrespective of the period for which the correction statement/return belongs.
- Services related to GST/TDS on GST and GST Returns of all GSTINs of the Bureau.
- Reply to show cause Notice from DRC against the notices issued by GSTO/Competent Authority u/s 73 and to appear to all hearing before GST authorities.
- Filing of Annual Income Tax Return of the Bureau. 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 the return. Also includes preparation/review of revised return, if required, to be filed in respect of any financial year.



- Assisting in processing International Payments and providing Form 15 CA/15CB or any other related document as per the statutory requirement as applicable to the Institute.
- Processing all the Statutory Registrations of the Bureau which are required by the Bureau for availing the benefits permissible by the GOI.
- Coordination with CAG Auditors in respect of queries raised at the time of Audit.
- Advisory regarding any other related queries by the Bureau.

Job.2- Internal Audit on quarterly basis and submission of its report.

Job. 3-Physical verification of fixed assets as well as consumable stores and submission of its report on annual basis.

Job.4- Preparation, Auditing and Certification of Statement of Expenditure (SoE) and Utilization Certificate (UC) of various schemes/conferences etc. as per the requirements of DoE).

Job. 5- Providing opinion on specific matters as and when required.

Job. 6 -Preparation of Annual Account of DBTB and submission of its audit report alongwith Report on Financial Statements.

Remark: It may please be noted that the quantum of works mentioned above are tentative and estimated on last year's record which may increase or decrease during the contract period.

Note: The Competent Authority of Delhi Bureau of Text books reserve the right to increase, decrease or did not assign any particular job as per the institute requirement. Any such variation has to be fulfilled by the firm with the same terms & condition.

15. Essential Terms & Conditions for completion of the Works

15.1 The firm has to depute at least 01 (one) qualified Article, having adequate experience of handling the aforesaid job, on full time basis at the DBTB. However, timely completion of job to be awarded under this tender will be responsibility of the selected C.A. firm.

15.2 The work will be done at Delhi Bureau of Text books office under supervision of the DBTB Officials.

15.3 UCs/SoEs must be provided within 04 days from the date request. No additional fee shall be paid for correction/re-issue of UCs/SoEs.

16. Support and Input to the Firm

16.1 The DBTB shall provide working space, computer(s)/printers(s), to the selected Firm to perform their work/services. The DBTB will also provide all primary data to the firm for carrying out the jobs listed in the scope of work.

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17. Payment Terms

- 17.1 The payment shall be made on consolidated basis against the services provided by the firm,
subject to the following terms and conditions:
- i. The payment will be made after satisfactory completion of service by the firm, No price variation would be allowed during the initial contract period
 - ii. Any increase in statutory taxes during the contract period will be borne by the DBTB.
 - iii. TDS under Income Tax and GST will be deducted at applicable rates.

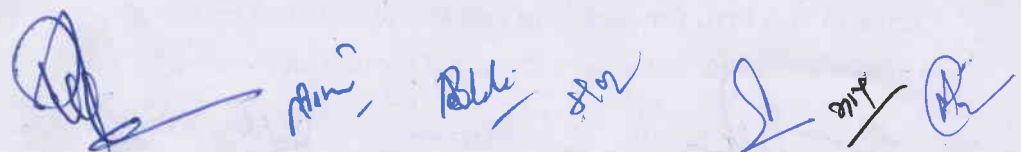
18. Penalty

- 18.1 Delhi Bureau of Text books reserves the right to deduct amount of Rs. 1,000/- or as decided by the Delhi Bureau of Text books against each default from the bill raised by the firm.
- 18.2 Further, unforeseen circumstances will be dealt separately and quantum of penalty will be decided by the Delhi Bureau of Text books. The decision of the Chairperson, Delhi Bureau of Text books, will be final and binding in this regard.
- 18.3 In case, the firm fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof Delhi Bureau of Text books is put to any loss/obligation, monetary or otherwise, the Delhi Bureau of Text books will be entitled to get itself reimbursed out of the outstanding bills/PBG to the extent of the loss or obligation in monetary terms.

19. Arbitration Clause

- 19.1 Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the Authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Chairman, DBTB.
- 19.2 The award of the sole Arbitrator shall be final and binding on all the parties, The arbitration proceeding's shall be governed by Indian Arbitration and conciliation Act 1996 as amended from time to time.
- 19.3 The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the Arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration.

Arbitration proceeding will be held at Delhi/New Delhi only.



20. **Indemnity and Secrecy Clause**

- 20.1 The selected firm must indemnify Delhi Bureau of Text books, from all Legal, Financial, Statutory, Taxation, and other associated liabilities, related to the assigned work.
- 20.2 The selected firm has to pay or compensate the Delhi Bureau of Text books for the losses, damages or liabilities incurred by the firm during the course of completion of assigned work.
- 20.3 All information given to or made available to the selected C.A. firm by virtue of this tender, which is identified as proprietary or confidential information, will be safeguarded by the selected C.A. firm and shall not be disclosed to any individual or organization without the prior written approval of the Delhi Bureau of Text books.
- 21. Any points that have not been specifically addressed/enumerated in this tender document or any points that need clarification at later stage, will be decided by the competent authority of Delhi Bureau of Text books and its decision in this regard shall be final and binding.



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Section - IV

BID OPENING; EVALUATION PROCESS; AND SELECTION CRITERIA

- 22.1 Last date for submission of tender online as mentioned on the bid document through <https://gem.gov.in>
- 22.2 Online opening of Technical Bid as mentioned on the bid document in the chamber of Secretary, DBTB
- 22.3 Online opening of financial bid will be announced later after completion of the evaluation of Technical Bid. The financial bid, received through GeM portal only will be evaluated through GeM portal.
- 22.4 Delhi Bureau of Text books shall not be under any obligation to furnish any information/explanation to the unsuccessful bidders. Delhi Bureau of Text books shall correspond only with the successful bidder

S.NO	Particulars	Supporting documents are placed at page No.
1.	Number of years of Registration with the Institute of Chartered Accounts of India above 05 Years: Must attach documentary evidence which substantiate the claim.	
2.	No. of Full Time FCAs over and above of minimum (i.e., 02) Must attach documentary evidence which substantiate the claim.	
3.	No. of Full Time ACAs: Full Time CAs/ACAs (must attach documentary evidence which substantiate the claim).	
4.	Average Annual Turnover during last three (03) financial years i.e., 2021-22, 2022-23 and 2023-24: must be at list 30% of estimated value. Must attach duly audited copy of CA as per Annexure - IV or its equivalent)	
5.	Original Assignment awarded from the Financial Year started from 2019-20 for Preparation & Finalization of Annual Account, Internal Audit/ Statutory Audit filling of Statutory Returns etc. as mentioned in Section - I. Must attach Satisfactory/Work Completion Certificate which substantiate claim.	
6.	Number of ongoing Contracts (as on last date of submission of tender) for relevant services as mentioned in Section - I. Must attach documentary evidence/work order which substantiate the claim.	

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Section – V

Performa for Technical Bid/Minimum Eligibility Criteria

Sl. No.	Criterion	Details	The supporting document is placed at Page No.
1	Names & address of Regd. Office of bidding firm/Agency with telephone No./email Id Name, Address, Telephone No. and Email Id of Authorized Person.		
2	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN), GST Registration and C&AG Empanelment. (must attach copies of all the registration certificates)	Registered with ICAI, then mentioned Registration Number (Date of Registration No.) PAN of CA Firm GST Registration No. C&AG Empanelment No.	
3	The CA firm should be in operation for at least 05 years after its registration (provide necessary evidence)	Year of Registration/starting of operation Nos. of years in operation after registration (in years)	
4.	Average Annual Turnover of the CA Firm for the last 3 (three) financial years i.e. 2021-22, 2022-23 and 2023-24 [must be at list 30% of the estimated cost. Provide the details as per Annexure-IV or its equivalent.		
5.	The Firm should have experience of at least three Original assignments awarded started from the Financial year 2019-20 in Preparation & Finalization of Annual Account, Internal Audit/Statutory Audit/filing Statutory Return, etc. in any Central/ State Govt. Funded Educational Institution or Central/State Govt. Funded Research Institutions or in any Govt. funded Educational Body Must attach documentary evidence where the scope of work has been mentioned.	Please provide the details in the prescribed Annexure-V with all supporting documents	
6.	Registered head/branch office in GNCT of Delhi, which should be in operation during last one year. Must attached supporting document in this regard.	Yes/No	
7.	The Chartered Accountant Firm should have Minimum Two (02) Full time FCA. Details of the same should be attached.	Yes/No	
8.	Must attach Declaration in the prescribed Annexure – III.	Yes/No	
9	Whether EMD declaration in lieu of EMD in the prescribed Annexure – III	Yes/No	

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127C

In case the above information found false I/We are fully aware that the tender/contract will be rejected/cancelled by Delhi Bureau of Text books and EMD/SD will be forfeited.

Date :

Signature.....

SEAL:

Name and Designation.....

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Section - VI

**PROFORMA FOR FINANCIAL BID
DECLARATION REGARDING FINANCIAL BID**

Description of Jobs_ as detailed in Section -III	Payment Term Yearly	Unit-Lump sum per year	Professional Fees consolidate inclusive of GST as per GeM portal
			Rupees (in Figure).....

Note: The consolidated rate should be quoted (through GeM Portal Only) in view of the quantum of work/services for all jobs mentioned at Section-III and the quoted fee should be all inclusive of GST. No other charges on account of travelling, accommodation, food and other expenses will be paid.





I/We declare that the financial bid has been submitted without any additional/counter condition and it is being submitted strictly as per the conditions of the tender documents and I/We are aware that the financial bid is liable to be rejected if it contains any other condition.

Date :

Signature.....

SEAL:

Name and Designation.....

MP  *Arum*  *Hay*  

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ANNEXURE - I

(Undertaking from Bidder on their Letter Head)

To

The Secretary,
Delhi Bureau of Text books
25/2, Institutional Area, Pankha road,
D-Block, Janakpuri, New Delhi-110058

Subject: Undertaking for the participation in the Tender Ref
No.....

Sir,

1. I / We hereby agree to abide by all terms and conditions laid down in the Tender document.
2. This is to certify that I / We before signing this bid have read and fully understood all the terms and conditions/scope of work and all other instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
3. I/ We shall provide work/services, as mentioned in the said tender document, at Delhi Bureau of Text books, if work awarded.
4. I/We am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. I/We hereby declare that I/We am/are not a relative of any of the employees of the Delhi Bureau of Text books. Nor do I/We have any relationship whatsoever with any of them.

Date:

Signature.....

SEAL:

Name and Designation.....

9/c

ANNEXURE - II

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD
(On Bidders Letter head)

Bid Security Declaration Form

Date: _____ TenderNo. _____

To

The Secretary,
Delhi Bureau of Text books
25/2, Institutional Area, Pankha road,
D-Block, Janakpuri, New Delhi-110058

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 as decided by you from the date of notification if I am /We are in a breach of any obligation/clause of bid documents and/or 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; and or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to submit the Performance Security/Bank Guarantee, 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.

Date: _____ Signature.....

SEAL: _____ Name and Designation.....

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DECLARATION REGARDING BLACKLISTING /NON-BLACKLISTING FROM
TAKING PART IN GOVT./PSU /CAB TENDER

(To be executed on Non Judicial Stamp paper of Rs. 100/- or above and duly attested by a Public Notary/Executive Magistrate)

I / We Proprietor/ Partner(s)/ Director(s) of M/s _____ hereby declare that the firm/company namely

M/s _____ has not been blacklisted or debarred and no Police Case or Vigilance enquiry is pending or have ever been punished by any Hon'ble Court. No dues towards any tax liabilities is pending as on the date of the declaration. Our firm has not been blacklisted in the past by Delhi Bureau of Text Books or any other Govt. funded Educational Institutes such as NITs, IITs, Universities and other similar institutions/Central Autonomous Bodies/Central Research Organisation/ PSU/Central Autonomous Body from taking part in such tenders.

OR

I/We Proprietor/Partner(s)/Director(s) of M/s _____ hereby declare that the firm/company namely

M/s _____ was blacklisted or debarred by Delhi Bureau of Text Books or any other Govt. funded Educational Institutes such as NITs, IITs, Universities and other similar institutions/ Central Autonomous Bodies/Central Research Organisation/PSU/Central Autonomous Body from taking part in Government tenders for a period of _____ years w.e.f. _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders. Further, no Police Case or Vigilance enquiry pending or have ever been punished by any Hon'ble Court. No dues towards any tax liabilities is pending as on the date of the declaration.

In case the above information found false, I/We are fully aware that the tender/ contract will be rejected/cancelled by Delhi Bureau of Text Books and EMD/SD shall be forfeited.

Signature.....

Name.....

Address of the firm:

Date:.....

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Details of CA Firm's Turnover

[to be submitted on the letterhead of the CA Firm, other than bidding C.A. firm]

Particular	Financial Year			Average
	2021-22	2022-23	2023-24	
Annual Turnover				

Duly audited copy of C.A. (other than bidding CA firm) for Annual Turnover and Annual Income in the prescribed format or equivalent must be attached along with copies of duly audited balance sheets.

Detail of auditing C.A. Firm

Date :

Signature.....

SEAL :

Name and Designation.....

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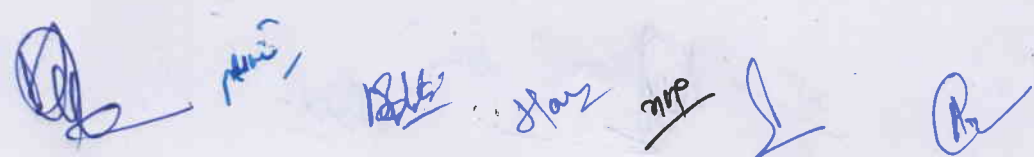
Format for providing details of experience of works

SNO.	Name & Address of the Central/ state Government Funded Educational Institutions/Research Institutions / any Govt. Funded Educational Institute	Number of years of Experience	Reference of page no. on which the Documentary evidence is attached
(1)	(2)	(3)	(4)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Note: It may please be noted that only experience shall be considered for which supporting documents are attached.

Date: Signature.....

SEAL: Name and Designation.....



57

DELHI BUREAU OF TEXT BOOKS

25/2, INSTITUTIONAL AREA, PANKHA ROAD,
"D" BLOCK, JANAKPURI, NEW DELHI-110058
EMAIL-delhibureauoftextbooks@gmail.com

A PDF file of tender is being uploaded on GeM Portal as ATC(Additional Terms and conditions) having detailed terms & conditions of tender for hiring of services of Chartered Accountant for the Financial Year 2025-26 on GEM Portal.

The Bid will be considered as per the terms and conditions and specifications as mentioned in the PDF file uploaded in ATC.

SECRETARY (DBTB)

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