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Alipur, Kolkata
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GSTIN : 19AAJCS6111J2Z4

PR Number	PR Date	Indenter	Department
11008433	02.09.2020	A Gupta	FINANCE

Not Transferable

Security Classification:

**TENDER DOCUMENT FOR HIRING OF: HIRING OF SERVICES OF
CHARTERED ACCOUNTANT/COST ACCOUNTANT FOR PHYSICAL
VERIFICATION OF FIXED ASSETS AT IGMK,**

Tender Number: 6000015279/FINANCE, Dated: 21.09.2020

This Tender Document Contains _____ Pages.

Details of Contact person in SPMCIL regarding this tender:

Name: DEVANAND SINGH
Designation: Dy.Manager (MM)
Address: IGMK (India Government Mint, Kolkata)
India



Tender Number:6000015279

Section1: Notice Inviting Tender (NIT)

6000015279 /FINANCE

21.09.2020

(SPMCIL's Tender SI No.)

(Date)

1. Sealed tenders are invited from eligible and qualified tenderers for supply of following goods & services:

Sch d. No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rupee)	Remarks
1	Verification of Fixed Assets at IGМК	1.000 AU	10000.00INR TEN THOUSAND ONLY	
1	Verification of Fixed Assets at IGМК	1.000AU		
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)			ONE-BID National Competitive Bid	
Dates of sale of tender documents:			From 21.09.2020 to 20.10.2020 during office hours.	
Place of sale of tender documents			INDIA GOVT. MINT, KOLKATA	
Closing date and time for receipt of tenders			20.10.2020 15:00:00	
Place of receipt of tenders			TENDER BOX, I.G.MINT, KOLKATA	
Time and date of opening of tenders			20.10.2020 15:30:00	
Place of opening of tenders			INDIA GOVT. MINT, KOLKATA	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)			DEVANAND SINGH Dy.Manager (MM)	

2. Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website mentioned above for further details.

3. Tender documents may be purchased on payment of non-refundable fee of Rs 500.00 (Rupees Five Hundred Only) per set in the form of account payee demand draft/ cashier's cheque/ certified cheque, drawn on a scheduled commercial bank in India, in favour of India Govt. Mint, Kolkata (A Unit of SPMCIL), payable at Kolkata.

4. Tenderer may also download the tender documents from the web site www.igmkolkata.spmcil.com and submit its tender by utilizing the downloaded document, along with the required non-refundable fee as mentioned in Para 3 above.

5. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the address given below on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected.

6. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organisation, the tenders will be sold/ received/ opened on the next working day at the appointed time.

7. The tender documents are not transferable.

8. Non-submission of EMD & Tender Fees, if applicable, will lead to rejection of the offer.

.....

.....

(Name , Designation, Address. tel. No. etc
Of the officer signing the document)

For and on behalf of

.....



Tender Number:6000015279

.....

.....
(Name Designation, Address telephone number etc
of the officer signing the document)

For and on behalf of
.....



Tender Number:6000015279

Section II: General Instructions to Tenderers (GIT)

Part 1: General Instructions Applicable to all type of Tenderers

Please refer to our website for further
<http://www.spmcil.com/spmcil/UploadDocument/GIT.pdf>



Tender Number:6000015279

Section II: General Instructions to Tenderers (GIT)

Part II: Additional General Instructions Applicable to Specific type of Tenderers

Please refer to our website for further
<http://www.spmcil.com/spmcil/UploadDocument/GIT.pdf>

Section III: Specific Instructions to Tenderers (SIT)

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

(Clauses of GIT listed below include a possibility for variation in their provisions through SIT. There could be other clauses in SIT as deemed fit.)

Sr No	GIT Clause No.	Topic	SIT Provision
01	4	Eligible Goods and Services (Origin of Goods)	The origin of goods should be India only.
02	8	Prebid Conference	NA
03	9	Time Limit for receiving request for clarification of Tender Documents	NA
04	11.2	Tender Currency	Supplier is requested to quote price within 2 Decimal place.Quotation with price quote beyond 2 decimal place is ignored.
05	12.10	Applicability of Octroi and Local taxes	NA
06	12.14	Customs Duty	NA
07	13	Indian Agent	NA
08	18	Earnest Money Deposit & Tender Fees	In addition, for MSE firms, the tenderers who are currently registered and, also, will continue to remain registered during the tender validity period with District Industries, Centers or Khadi and village Industries board or Coir Board or NSIC or Directorate of Handicrafts and Handlooms or any other body specified by Ministry of Micro, Small & Medium Industry under MSE are exempted from payment of earnest money & Tender Fees
09	18	Earnest Money Deposit & Tender Fees (Contd.)	In case the tenderer falls in these categories, it should furnish certified copy of its valid registration details (with NSIC or any other body as stated above).
10	19	Tender Validity	90 days from the date of open of the tender.
11	20.4	Number of Copies of Tenders to be submitted	A tenderer shall submit two copies of its tender marking them as #Original# and #Duplicate#.
12	20.8	Signing & Sealing of Tender	Each page of the tender document should be signed & sealed. Section X and Section XII should be filled up accordingly.
13	20.9	E-Procurement	NA
14	21.2	Taxes & Duties	If the tenderer fails to include taxes & duties in the tender, no claim thereof will be considered by the purchaser afterwards.
15	35.2	Additional Factors for Evaluation of Offers	MSE/NSIC registered firms are exempted from

Sr No	GIT Clause No.	Topic	SIT Provision
			paying the cost of Tender document.
16	35.2	Additional Factors for Evaluation of Offers (contd.)	As per the Policy circular no. 1(2)(1)/2016-MA dated 10th March 2016 of Ministry of Micro, Small & Medium Enterprises has been issued pertaining to relaxation of norms for Startups and Micro & Small Enterprises in Public Procurement on Prior Experience/Prior Turnover criteria. In exercise of Para 16 of Public Procurement Policy for Micro and Small Enterprises Order 2012, it is clarified that all Central Ministries/ Departments/ Central Public Sector Undertakings may relax condition of prior turnover and
17	35.2	Additional Factors for Evaluation of Offers (contd.)	prior experience with respect to Micro and Small Enterprises in all public procurements subject to meeting of quality and technical specifications. Hence, the condition of Prior Turnover and prior experience with respect to Micro and Small Enterprises is relaxed for this tender accordingly.
18	50.1, 50.3	Tender For rate Contracts	NA
19	51.1, 51.2	PQB Tenders	NA
20	35.2	Additional Factors for Evaluation of Offers (contd.)	prior experience with respect to Micro and Small Enterprises in all public procurements subject to meeting of quality and technical specifications. Hence, the condition of Prior Turnover and prior experience with respect to Micro and Small Enterprises is relaxed for this tender accordingly.
21	35.3	Price Preference	Price Preference to MSME is applicable vide Ministry of Micro Small and Medium Enterprises letter no D.O. 21(1)/2011-MA dated 25.04.2012 and letter F.No. 21(8)/2018-MA dated 09.11.2018 issued by the Ministry of Micro, Small & Medium Enterprises and NSIC letter no. NSIC/HO/BD/66/PPP/14-15 dated 23.01.2015. In Tender participating MSEs quoting price within price band of L1 + 15% shall also be allowed to supply a portion up to 25% of requirement by bringing down their price to L1 price where L1 is non MSEs.
22	35.3	Price Preference (Contd.)	Further out of this requirement of 25% procurement from MSEs, 4% is earmarked for units owned by Schedule Caste/Schedule Tribes and 3% reservation for Women owned MESSs. In case no SC/ST and Women owned MSE is a responsive tenderer then whole 25% procurement shall be made from responsive MSE fulfilling the above mentioned conditions.
23	50.2	Pre-qualification Bid	NA



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Sr No	GIT Clause No.	Topic	SIT Provision
24	51.3	Pre-Production Sample	NA



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Section IV: General Conditions of Contract (GCC)

Please refer to our website for further
<http://www.spmcil.com/spmcil/UploadDocument/GCC.pdf>

Section V: Special Conditions of Contract (SCC)

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below. These Special Conditions will modify/ substitute/ supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

(Clauses of GCC listed below include a possibility for variation in their provisions through SCC. There could be other clauses in SCC as deemed fit)

Sl.No	GCC Clause No.	Topic	SCC Provision
01	8.2	Packing	NA
02	8.2	Marking	NA
03	10	Delivery Schedule	Is to be started within 30 days from the date of issue of Mint PO. Job work to be completed before 31.03.2021.
04	11.2	Transportation of Domestic Goods	To be borne by the supplier.
05	12.2	Insurance	To be borne by the supplier.
06	14.1	Incidental Services	N.A.
07	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods	N.A.
08	16.2, 16.4	Warrantee Clause	As per GCC.
09	19.3	Option Clause	Applicable. Purchaser reserves the right to increase the ordered quantity by 25% at any time, on same terms and condition till final delivery date of the contract, by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of the delivery period.
10	20.1	Price Adjustment Clause	N.A.
11	21.2	Taxes and Duties	Should be mentioned separately and details thereof should be mentioned in the quotation.
12	22, 22.1, 22.2, 22.4, 22.3, 22.6	Terms and Mode of payments	Payment would be made after completion of entire job work with 30 days of submission of invoice & relevant
13	22, 22.1, 22.2, 22.4, 22.3, 22.6	Terms and Mode of payments (Contd.)	documents or report.
14	24	LD	If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, India Govt. Mint, Kolkata shall, without prejudice to other rights and remedies available to India Govt. Mint, Kolkata under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% of the delivered price of the delayed goods and/ or services for each week of

Sl.No	GCC Clause No.	Topic	SCC Provision
			delay or part thereof until actual delivery or performance,
15	24	LD (Contd.)	subject to a maximum deduction of the 10% of the delayed goods' or services' contract price(s). During the above mentioned delayed period of supply and / or performance, the conditions incorporated underGCC Shall also apply.
16	33.1	Resolution of Disputes	If dispute or difference of any kind shall arise between IGM, Kolkata and the supplier in connection with or relating the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve the same amicably the mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within 21 days of its occurrence, then, unless otherwise provided in the SCC, either IGM, Kolkata or the supplier may seek
17	33.1	Resolution of Disputes (Contd.)	recourse to settlement of disputes through arbitration act 33.2.

Section VI: List of Requirements

Schedule No.	Breif Description of goods and services (Related Specifications etc.are in Section-VII)	Accounting Unit	Quantity	Amount of Earnest Money	Remark
1	Verification of Fixed Assets at IGMK	AU	1.000	10000.00INR TEN THOUSAND ONLY	

Section VII: Technical Specifications

Hiring of Services of Chartered Accountant/Cost Accountant for Physical Verification of Fixed Assets at IGMK.

Scope of Work:

1. Physical verification of Fixed assets and its reconciliation with SAP Fixed Assets Register in accordance with applicable accounting policies and Ind AS on the basis of closing balance as on 31.03.2020 as per audited financials.
2. Marking/tagging/coding on all Assets and component/sub assets with Asset code as per SAP.
3. Reconciliation of physical quantities with SAP Fixed Assets Register items maintained by IGM Kolkata. Suitable adjustment/accounting of the excess & shortage are to be provided.
4. Preparation of report of obsolete/unserviceable fixed asset giving full details including its location and Acquisition cost.
5. Preparation of department wise list of fixed assets at each location with segregation of usable and unusable item.
6. Preparation of report of shortage and excess of the fixed asset found giving full details including its location and Acquisition cost for each department.
7. Preparation of report of asset condemned or retired from active use & ensuring that same are excluded from fixed assets register.
8. Preparation of report of impaired asset as per Accounting Policy.
9. Items identified to be write-off should be included in the list in separate category.
10. The firm has to cover all Department/Sections at IGM Kolkata, Unit, for the purpose of physical verification of assets (approx. 2800 nos. of Assets including Plant & machinery, factory & non-factory Building, Furniture, Lab & electrical & office equipment, computer, Light vehicles, tools, Low value asset etc).
11. Prepare and certify comprehensive Fixed Asset Register as per prescribed format, in both Hard copy and soft copy so that the assets can be identified from register itself at any point of time at specified location.
12. Physical verification report is to be confirmed with counter signature and acceptance by the in-charge official of the unit.
13. The selected firm has to make satisfactory reply of any query raised by the C&AG on preparation of asset register, calculation of depreciation, provision for depreciation, write off of assets and any other matter included in the scope of work.

Section VIII: Quality Control Requirements

Quality of Goods/Services : Free from all technical defects, in compliance with our Technical Specification given SECTION VII.

- i) Goods/services supplied not in conformity with tender specification will be treated as goods not supplied at all and supplier shall take supplied material not confirming to order specification back within 15 days. Goods/services shall be delivered by the supplier in accordance with the terms and conditions specified in the contract failing which expenses of keeping goods at purchaser's premises may be levied on supplier.
- ii) Delivery date will be calculated from the date goods/services are received in acceptable quality in accordance with technical specification.



Tender Number:6000015279

Section X: Tender Form

Date:

To,
India Government Mint, Kolkata
A Unit of Security Printing & Minting
Corporation of India Limited
(Wholly Owned by Govt. of India)
Kolkata

Ref: Your Tender document No.6000015279 /FINANCE dated 21.09.2020

We, the undersigned have examined the above mentioned tender enquiry document, including amendment No....., dated..... (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver (Description of goods and services) in conformity with your above referred document for the sum of _____ (total tender amount in figures and words), as shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 6, read with modification, if any, in Section V - 'Special Conditions of Contract', for due performance of the contract.

We agree to keep our tender valid for acceptance for a period up to, as required in the GIT clause 19, read with modification, if any in Section-III - 'Special Instructions to Tenderers' or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

.....
(Signature with date)

.....
(Name and designation)

Duly authorized to sign tender for and on behalf of

.....

.....



Tender Number:6000015279

Section XI: Price Schedule

Hiring of Services of Chartered Accountant/Cost Accountant for Physical Verification of Fixed Assets at IGMK.

Basic Price :

GST :

Total Price :

Total Price in words :

.....
Signature of the bidder with seal and designation



Section XII: Questionnaire

The tenderer should furnish specific answers to all the questions / issues mentioned below. In case a question / issue does not apply to a tenderer, the same should be answered with the remark "not applicable".

Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof / evidence to substantiate the corresponding statement.

In case a tenderer furnishes a wrong or evasive answer against any of the under mentioned question/ issues, its tender will be liable to be ignored.

1. Brief description and of goods and services offered:

2. Offer is valid for acceptance up to

3. Your permanent Income Tax A/ C No. as allotted by the Income Tax Authority of Government of India:

Please attach certified copy of your latest/ current Income Tax clearance certificate issued by the above authority.

4. Status :

a) Are you currently registered with the Directorate General of Supplies & Disposals (DGS&D), New Delhi, and / or the National Small Industries Corporation (NSIC), New Delhi, and / or the present SPMCIL and / or the Directorate of Industries of the concerned State Government for the goods quoted ? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.

b) Are you currently registered under the Indian Companies Act, 1956 or any other similar Act?

Please attach certified copy(s) of your registration status etc. in case your answer(s) to above queries is in affirmative.

5. Please indicate name & full address of your Banker(s) :

6. Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt.

.....
(Signature with date)

.....

.....
(Full name, designation & address of the
Person duly authorized sign on behalf of the tenderer)
For and on behalf of

.....

.....
(Name, address and stamp of the tendering firm)



Section XIII: Bank Guarantee FORM for EMD

Whereas..... (here in after called the "Tenderer") has submitted its quotation dated.....for the supply of(herein after called the "tender")

Against SPMCIL's tender enquiry No

Know all persons by these present that weof.....

(here in after called the "Bank") having our registered office at

are bound unto.....(here in after called the "SPMCIL") in the sum

of.....

for which payment will and truly to be made to the said SPMCIL, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this..... day of20....

The conditions of this obligation are :-

(1) If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.

(2) If the Tenderer having been notified of the acceptance of his tender by SPMCIL during the period of its validity:-

a) fails or refuses to furnish the performance security for the due performance of the contract.

b) fails or refuses to accept/ execute the contract.

We undertake to pay SPMCIL up to the above amount upon receipt of its first written demand, without SPMCIL having to substantiate its demand, provided that in its demand SPMCIL will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This guarantee will remain in force for a period of forty five days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch



Tender Number:6000015279

Section XIV: Manufacturer's Authorization FORM

To,
India Government Mint, Kolkata
A Unit of Security Printing & Minting
Corporation of India Limited
(Wholly Owned by Govt. of India)
Kolkata

Dear Sirs,

Ref.: Your Tender document No..... dated.....

We..... who are proven and reputable manufacturers of
..... (name and description of the goods offered in the tender) having factories at
..... here by authorize Messrs..... (name and address of the agent) to
submit a

tender, process the same further and enter into a contract with you against your requirement as contained in the
above referred tender enquiry documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs..... (name and address
of the above agent) is authorized to submit a tender, process the same further and enter into a contract with you
against your requirement as contained in the above referred tender enquiry documents for the above goods
manufactured by us.

We also hereby extend our full warranty, as applicable as per clause 16 of the General Conditions of Contract read
with modification, if any, in the Special Conditions of Contract for the goods and services offered for supply by the
above firm against this tender document.

Yours faithfully,

.....

.....

[Signature with date, name and designation]

Note: This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a
person competent and having the power of attorney to legally bind the manufacturer.



Section XV: Bank Guarantee Form for Performance Security

.....[insert: Bank's Name, and Address of issuing Branch or Office]

Beneficiary: [insert: Name and Address of SPMCIL]

Date:.....

PERFORMANCE GUARANTEE No.:

WHEREAS..... (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... datedto supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

We undertake to pay SPCMIL up to the above amount upon receipt of its first written demand, without SPMCIL having to substantiate its demand.

This guarantee will remain in force for a period of forty five days after the currency of this contract and any demand in respect thereof should reach the bank note later than the above date.

.....
(Signature with date of the authorized officer of the Bank)

.....

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

.....
Name and designation of the officer

.....

.....
Seal name& address of the Bank and address of the Branch



Section XVI: Contract Form

Contract No.....dated.....

This is in continuation to this office' Notification of Award No..... dated

1. Name & address of the Supplier:
2. SPMCIL's Tender document No..... dated.....and subsequent Amendment No..... dated..... (If any), issued by SPMCIL
3. Supplier's Tender No..... dated.....and subsequent communication(s) No..... dated..... (If any), exchanged between the supplier and SPMCIL in connection with this tender.
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:
 - (i) General Conditions of Contract;
 - (ii) Special Conditions of Contract;
 - (iii) List of Requirements;
 - (iv) Technical Specifications;
 - (v) Quality Control Requirements;
 - (vi) Tender Form furnished by the supplier;
 - (vii) Price Schedule(s) furnished by the supplier in its tender;
 - (viii) Manufacturers' Authorization Form (if applicable for this tender);
 - (ix) SPMCIL's Notification of Award

Note: The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under clause 0 of Section - V - 'General Conditions of Contract' of SPMCIL's Tender document shall also apply to this contract.

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

- (i) Brief particulars of the goods and services which shall be supplied/provided by the supplier are as under:
- (ii) Delivery schedule
- (iii) Details of Performance Security
- (iv) Quality Control
 - (a) Mode(s), stage(s) and place(s) of conducting inspections and tests.
 - (b) Designation and address of SPMCIL's inspecting officer
- (v) Destination and dispatch instructions
- (vi) Consignee, including port consignee, if any
- (vii) Warranty clause
- (viii) Payment terms
- (ix) Paying authority

.....
(Signature, name and address of SPMCIL's authorized official)

For and on behalf of.....

Received and accepted this contract.....

(Signature, name and address of the supplier's executive duly authorized to sign on behalf of the supplier)

For and on behalf of

.....
(Name and address of the supplier)

.....
(Seal of the supplier)

Date:

Place:



Tender Number:6000015279

Section XVII: Letter of authority for attending a Bid opening

The Chief General Manager,
India Government Mint, Kolkata.

Subject: Authorization for attending bid opening on 20.10.2020 in the Tender of HIRING OF SERVICES OF CHARTERED ACCOUNTANT/COST ACCOUNTANT FOR PHYSICAL VERIFICATION OF FIXED ASSETS AT IGMK,.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signatures
1.		
1.		
Alternate representative		
Signatures of bidder or Officer authorized to sign the bid Documents on behalf of the bidder.		

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.



Tender Number:6000015279

Section XIX: Proforma of Bills for Payments (Refer to Clause 22.6 of GCC)

Name and Address of the Firm.....
Bill No.....Dated.....
Purchase order.....No.....Dated.....
Name and address of the consignee.....

S.No	Authority for Purchase	Description of Stores	No.or qty.	Rate Rs. P.	Price per Rs. P	Amount

1. G.S.T. Amount and Rate
2. Freight (if applicable)
3. Packing and Forwarding charges (if applicable)
4. Others (Please specify)
5. PVC Amount (with calculation sheet enclosed)
6. (-) deduction/Discount
7. Net amount payable (in words Rs.)
8. GSTIN No.
9. HSN/SAC Code
10. Shipping Address
11. Place of Supply
12. Billing Address

Despatch detail RR No. other proof of despatch.....
Dated.....(enclosed)

Inspection Certificate No.....Dated.....(enclosed)



Tender Number:6000015279

Income Tax Clearance Certificate No.....Dated.....(enclosed)

Modvat Certificate No.....(enclosed)

Place and Date

Received Rs.....(Rupees).....

I hereby certify that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.

Revenue stamp

Signature and of Stamp Supplier



Tender Number:6000015279

Mailing List (List of Vendors)

S.No.	Vendor Number	Vendor name	Vendor Address
1	104573	The Bidder,	The Bidder,