



# एसजेवीएन लिमिटेड

संपर्क कार्यालय,

संविदा एवं प्रापण अनुभाग

षष्ठ तल, टॉवर-1, ऑफिस ब्लॉक, एनबीबीसी कमर्शियल कॉम्प्लेक्स, किदवई नगर, नई दिल्ली 110023

Website: www.sjvn.nic.in, CIN No. L40101HP1988GOI008409

## SECTION I: - NOTICE INVITING E- TENDER THROUGH GEM

1.1 On behalf of SJVN Limited, Online Open e-Tender Enquiry under Single Stage Two Bids System (Techno-Commercial Bid & Price Bid) are hereby invited through Government e-Marketplace (GeM) Portal from the Eligible Bidders for **“Hiring of CA Firm/Individual/Cost Accountant Firm with a certificate of practice for carrying out Physical Verification of Fixed Assets at SJVN’s Delhi Office”**. The complete set of Tender Document covering detailed terms and conditions for hiring of above service is uploaded GeM Portal. Bidders are requested to submit their bid through GeM Portal on or before the scheduled last date and time for submission of Bids.

### 1.2 Brief Details & Time Schedule:

Sr. No.	Description	
1.	GEM BID Date	07.02.2025
2.	NIT Ref No.	SJVN/CC-Delhi/LO/C&P/4426
3.	Mode of Tender	Online GEM Bid on LIMITED tender basis
4.	Type of Bid	Open E-Tender, Single Stage Two Bid System
5.	Document available for downloading	From 07.02.2025 to 22.02.2025 up to 14:00 Hrs (IST)
6.	Last Date and Time for receipt/submission of Online Bids	22.02.2025 up to 14:00 Hrs (IST)
7.	Date & Time of Opening of Techno-Commercial Bids.	24.02.2025 at 11:00 Hrs (IST)
8.	Venue for Opening of Bids	Conference Room, SJVN Ltd., 6th Floor, Tower No. 1, Office Block, NBCC Complex, East Kidwai Nagar, New Delhi-110023
9.	Period of Bid Validity	90 days from the last date of submission of bids
10.	Currency of Bids	Indian Rupees (INR)
11.	Earnest Money Deposited (EMD)	Bidder has to submit a Bid Security Declaration as per Attachment no. 2 of Section VII

Section I

**Hiring of CA Firm/Individual/Cost Accountant Firm with a certificate of practice for carrying out Physical Verification of Fixed Assets at SJVN’s Delhi Office**

Page 1 of 2

Sr. No.	Description	
12.	Amount of Performance Security	Nil

**1.3 Bid Submission:**

Bids are to be submitted through GeM Portal. Bidders must use their GeM Seller ID and Password for participation in the tender. Bidders who do not have GeM Seller ID must register themselves as Seller in GeM Portal by visiting Government e-Marketplace Website - <https://gem.gov.in/>. The Bidders are required to submit their bid as per Bid Specification uploaded on GEM Portal.

**1.4 Details of person to be contacted in case of any assistance required:**

Mr. Prateek Sharma, Manager (C&P), Contact No. 011-61901953

**1.5 SJVN Ltd reserves the right to reject any or all bids or cancel/withdraw the above bid without assigning any reason whatsoever and in such case no bidder/indenting bidder shall have any claim arising out of such action.**

**1.6 For and on behalf of SJVN Limited**

**(Manish Kumar Kanth)**

**Deputy General Manager,**

Contracts & Procurement Section, Liaison Office,

SJVN Ltd., 6th Floor, Tower No. 1, Office Block,

NBCC Complex, East Kidwai Nagar, New Delhi-110023

Tel No: +911161901906, +919418084303.

E-mail: [sjvncontractdelhi@sjvn.nic.in](mailto:sjvncontractdelhi@sjvn.nic.in)

Visit us at: [www.sjvn.nic.in](http://www.sjvn.nic.in)

**Registered Office: SJVN Office Complex, Shanan, Shimla -171006 (H.P.)**

**Corporate Identification Number: L40101HP1988GOI008409.**

**Website: [www.sjvn.nic.in](http://www.sjvn.nic.in)**

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Section I	Hiring of CA Firm/Individual/Cost Accountant Firm with a certificate of practice for carrying out Physical Verification of Fixed Assets at SJVN's Delhi Office	Page 2 of 2
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Website: [www.sjvn.nic.in](http://www.sjvn.nic.in), CIN No. L40101HP1988GOI008409

## SECTION - II

### INSTRUCTIONS TO BIDDERS (ITB)

#### 2.1 Not Used

#### 2.2 Content of Tender Documents/Bid Document:

Bids are to be submitted as per GeM Instructions and in accordance with the Tender Documents which is comprised of the following:

- i) Notice Inviting E- Tender through GEM
- ii) Instruction to Bidders (ITB)
- iii) Pre-Qualifying Criteria (PQC)
- iv) Scope of Work/Services
- v) Special Terms Conditions (STC)
- vi) Service Level Agreement (SLA)
- vii) Payment Terms
- viii) BOQ
- ix) Bid Response Sheet (BRS)
- x) Additional Terms & Conditions (ATC)
- xi) General Terms Conditions (GTC) of GeM

#### 2.3 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the bid. In no case, SJVN shall be responsible for these costs regardless of the conduct or outcome of the bidding process.

#### 2.4 Pre-bid Due diligence

Before Bidding, the Bidder shall undertake and shall be deemed to have undertaken a thorough study of the proposed work/Service, the job Site(s) involved, the Site conditions, the labour, power, water, material and equipment availability, transport and communication facilities and temporary offices and accommodation quarters,

and all other factors, constraints, and facilities necessary for the formulation of the Bid, supply of materials and the performance of the work.

The Bidder are advised to inspect and examine the Site and its surroundings and satisfy themselves before submitting their Bid as to the nature of the ground present, physical conditions and all roads, approaches and lands which may be used temporarily otherwise in connection with the works, means of access to the Site accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies & other circumstances which may influence or affect their Bid.

The intending Bidders shall be deemed to have visited the Site and familiarized themselves thoroughly with the working conditions at the work Site before submitting the Bid. Nonfamiliarity with the Site conditions will not be considered a reason either for extra claims or for not carrying out the work in strict conformity with the specifications.

## **2.5 Pre-Bid Clarification**

Wherever the bidder finds any discrepancy, omission, ambiguity or conflict in or among the documents forwarded/uploaded or be in doubt as to their meaning and interpretation; such matter should be called to the attention of the Tender Inviting Authority, in writing either by email or by post and it must be received to Tender Inviting Authority latest by [7th day up to 18:00 Hrs from the date of issue of this NIT]. Any modification to the Tender Documents that may become necessary as a result of the pre-bid Clarifications shall be made by SJVN through the issue of an Addendum/Corrigendum/Amendment/Clarification pursuant to clause 2.6. SJVN shall not be obliged to respond to any request for clarification received later than the above period. Further, mere request for clarification from the Bidders shall not be a ground for seeking extension in the deadline for submission of bids. Employer's response (including an explanation of the query but not identification of its source) will be uploaded on the GeM portal where the bidder can see clarification/reply to query/ amendment to the Bid Documents, if any.

## **2.6 Amendments to Tender Document**

- i. At any time prior to the deadline for submission of Bids, SJVN may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder(s), modify the Tender documents by issuing Addendum /Corrigendum/Amendment/Clarification and the same shall be available on the GeM Portal. No press note will be released in this regard. Therefore, the Bidders are advised to visit the site regularly before deadline for submission of proposal.
- ii. All such Addendum/Corrigendum/Amendment/Clarification shall form integral part of this Tender Document. SJVN shall bear no responsibility or liability arising out of non-receipt of the above in time by the Bidders.

- iii. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their Bids, SJVN, at its discretion, may extend the deadline for the submission and opening of Bids.

## 2.7 Bid Currencies

The bidder shall indicate the entire bid price in Indian Rupees only.

## 2.8 Period of Validity of Bids

- (i) The bids shall remain valid for 90 days from the last date of submission of bids. **The bid valid for shorter period shall be rejected by SJVN as being non responsive.**
- (ii) In exceptional circumstances, prior to expiry of the original bid validity period, SJVN may request the bidders to extend the period of bid validity for a specified additional period. The request and the responses thereto shall be made in writing or by e-mail/fax. A bidder may refuse the above request. A bidder agreeing to the request will not be required or permitted to modify its bid, but will be required to extend the validity of its bid for the period of the extension.

## 2.9 Authorization

2.9.1 Bidder has to submit declaration regarding Authorization as per Para 1.0 of the Letter of Bid (Format-1). Further, at the time of signing of Contract Agreement, the Successful Bidder(s) shall be required to submit valid Authorization in favour of the person signing the Contract Agreement.

## 2.10 EMD/Bid Security:

2.10.1 Bidder has to submit Bid Security Declaration as per Attachment 2 of Section VI of this Tender Document.

2.10.2 Unless otherwise mentioned in Clause 2.10.1, the bids without Bid Security Declaration shall be summarily rejected as being non-responsive.

2.10.3 Suitable action will be taken against the Bidder as per provisions mentioned in the Bid Security Declaration in the following cases:

- i) if the bidder withdraws or modifies its bid during the interval between the deadline for submission of Bids and expiration of the period of Bid validity specified in Clause 2.8 or,
- ii) If the bidder is found involved in Fraudulent and Corrupt Practices or defaults committed under Integrity pact, or
- iii) In the case of a successful bidder, if the bidder fails within specified time limit to;
  - a) to accept the Letter of Award/GeM Contract or
  - b) to sign the Contract Agreement/Service Level Agreement (SLA)

**2.11 Not Used:**

**2.12 Format and Signing of Bid**

- 2.12.1 The Bid Response Sheets shall be signed by a person duly authorized to sign on behalf of the Bidder. Each and every page of the documents submitted in the bid must be signed by usual signature of the person duly authorized pursuant to Clause 2.9.
- 2.12.2 The bid should be serially numbered and properly indexed mentioning all constituents of bid including any enclosures/attachments etc. and their location page numbers in the bid. Failure to submit the bid in systematic manner as above may result oversight of any important information provided by the bidder for which SJVN shall not be responsible
- 2.12.3 The bid should be serially numbered and properly indexed mentioning all constituents of bid including any enclosures/attachments etc. and their location page numbers in the bid. Failure to submit the bid in systematic manner as above may result oversight of any important information provided by the bidder for which SJVN shall not be responsible.
- 2.12.4 The Bid shall contain no overwriting, alterations, omissions, or additions, unless such corrections are initiated by the person(s) signing the Bid. Corrections if any shall only be made by scoring out the cancelled portion, writing the correction, initiating and dating it by the person(s) signing the Bid
- 2.12.5 All witnesses and sureties shall be persons of status and their full names, occupations and addresses shall be stated below their signatures

**2.13 Document Comprising the Bid**

**2.13.1 The Bid submitted by the Bidder shall comprise the following documents:**

- i) **Format-1:** Letter of Bid duly completed and signed by the Bidder, together with all Attachments identified
- ii) Attachment 1-Certification about Mandatory Information to be required to upload the award details on Central Procurement Portal (CPP) i.e. <https://eprocure.gov.in/cppp>
- iii) Attachment 2: Bid Security Declaration (if Applicable)
- iv) Attachment-3: Undertaking in the form of Declaration of Eligibility
- v) **Format-2:** Duly filled Techno -Commercial Bid Response Sheet (TBRS) together with all attachments/data/documentary evidences in support of fulfilment of Minimum Qualifying requirement.
  - a) Latest Registration Certificate of the firm issued by the Institute of Chartered Accountants of India / Institute of Cost Accountants of India. Copy of Certificate of Practice for Firm of CA/Cost Accountant as per the clause 3.1.1 of Section III

- b) Proof of Bidder's Average Annual Turn Over / Annual Audited Financial statements for the last three Financial Years (FYs) ending on 31.3.2024 pursuant to clause 3.1.2.
- c) Undertaking in the form of Declaration of Eligibility as per Attachment 4 pursuant to clause 3.1.2(ii)
- vi) Certificate of GST Registration
- vii) Certificate/PAN
- viii) Copy of GST Registration
- ix) Any other additional information/Document(s) pertaining to this tender except price content, if any
- x) Details of bank account and bank in which Fee payments will be made

### 2.13.2 Bid Price

- i) The bidders must enter an all-inclusive price (including GST) against the "TOTAL Contract Price incl of GST" field while creating their response against the tender in GeM portal. Bidders shall be required to upload the price breakup quoted in the Excel Sheet uploaded on the GeM Portal. If there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.
- ii) Price Bid uploaded without giving any of the details of the taxes (Including rates and amounts) will be considered as inclusive of all taxes including GST.
- iii) Bidders are advised to go through GeM GTC and uploaded bid documents thoroughly before creation of their bids
- iv) Before submission of Bids, Bidders are requested to make themselves fully conversant with all Conditions of the Bid Document and other relevant information related to the works/services to be executed under the contract.
- v) It is advised that during quoting of their rates, the bidder must analyse all costs involved to carry out the services as per scope of the services and the terms & conditions stipulated in the Tender Document as well as **payment of Annual milestone charges /Any other charges as applicable at the time of acceptance of GeM Order**. All such costs shall be deemed to be included in the quoted price.
- vi) No document has to be submitted through Offline mode or through Email etc. All the documents need to be uploaded in the GEM portal itself.

### 2.14 Preparation, Uploading and Submission of Bid

Bids are to be submitted through GeM Portal as per GeM Instructions, General Terms Conditions (GTC) of GeM and in accordance with the Tender Documents. Bidders must use their GeM Seller ID and Password for participation in the tender. Vendors who do not have GeM Seller ID must register themselves as Seller in GeM Portal by visiting Government e-Marketplace Website - <https://gem.gov.in/>. The

Bidders are required to submit their bid as per Bid Specification uploaded on GEM Portal.

## **2.15 Deadline for Submission of Bids**

2.15.1 Complete Bid must be uploaded through GeM Portal by the last date and time for submission of bids as stipulated under Clause 1.2 of NIT (Section -I) of this Tender Document or as specified in subsequent amendment for the same.

2.15.2 The Employer shall in no case be responsible for delay on account of internet connectivity, technical issues/glitches on the portal, or any other reasons whatsoever and Bidders are advised to submit their bids well in advance to avoid such delays.

2.15.3 The Employer may, in exceptional circumstances and at its discretion, extend the deadline for submission of bids by issuing an Amendment. In such case, all rights and obligations of SJVN and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

**2.16 Late Bids:** Online submission of the bid will not be permitted on the portal after expiry of submission time and the bidder shall not be permitted to submit the same by any other mode.

## **2.17 Modification, Substitution and Withdrawal of Bids**

2.17.1 The Bidder may modify, substitute, or withdraw his bid after its submission, but in any case, before the deadline for submission as per the provisions at the portal.

2.17.2 Any alteration/ modification in the Bid or additional information supplied subsequently to the Bid due date and time shall be disregarded.

2.17.3 Withdrawal of a Price Bid during the interval between the deadline for submission of Bids and expiration of the period of Bid validity shall result in the forfeiture of the Bid Security/EMD pursuant to Sub-Clause 2.10.3.

## **2.18 Bid Opening**

2.18.1 The Employer will open the Techno-commercial Bids and the Price Bids in the presence of Bidders' representatives who choose to attend, at the time, date, and location stipulated in the Tender Document. The Bidders' representatives who are present shall sign a register evidencing their attendance.

2.18.2 Initially, the Techno-commercial Bids shall be opened on scheduled date of opening of the Techno-commercial Bids and shall be evaluated.

2.18.3 The Price Bid shall be opened only of those bidders whose Techno-commercial Bids are found Techno-commercially qualified. The date of opening of Price Bids will be informed to Techno-commercially qualified bidders through Portal. Price Bids of the Bidders whose Bids not found Techno-commercially qualified shall not be considered for opening and shall not be considered at all any further.



- 2.18.4 Price Bids shall be opened on due time, date and place as specified in invitation letter by the Employer
- 2.18.5 At the time of opening, all important information and any such other details as the Employer may consider appropriate, will be announced by the Employer. This shall include but may not be limited to the Bidders' names, the Bid Prices including deviations and the presence (or absence) of bid security/EMD/Bid Security Declaration.
- 2.18.6 If it happens to be a holiday or due to any other technical reasons like non-availability of the Committee Members etc. on the day of opening of the tender, the Bids shall be opened on next working day at the same place and time.
- 2.18.7 SJVN shall not be responsible if online bid could not be opened within reasonable time for whatsoever reason. In such a case, the bid shall remain unopened on the portal and shall not be considered at all any further.

**2.19 Clarification on Bids**

To assist in the examination, evaluation, and comparison of bids, Employer may, at its discretion, ask any bidder for clarification of its Bid. The request for clarification and the response shall be through e-mail but no change in the price or substance of the bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetical errors discovered by the Employer in the evaluation of the Bids. All such responses submitted by the Bidder shall form part of their bid.

**2.20 Determination of responsiveness**

- 2.20.1 The Employer will examine the Techno-commercial Bids to determine whether they are complete, whether required EMD/Bid Security Declaration (if required), Tender Document Fee (if required) have been furnished, whether the bidder has submitted supporting certificates/documents justifying the qualifications/requirements, whether the documents have been properly signed, whether all the requisite declaration, undertakings have been furnished and whether the Techno-commercial bids are in order.
- 2.20.2 The Employer may waive any minor informality, non-conformity or irregularity in a bid that does not constitute a material deviation and that does not prejudice or affect the relative ranking of any Bidder as a result of the evaluation of Bids, pursuant to these Clauses.
- 2.20.3 Prior to the detailed evaluation, the Employer will determine whether each Bid is of acceptable quality, is complete and is substantially responsive to the Tender Document. For purposes of this determination, a substantially responsive Bid is one that conforms to all the terms, conditions and specifications of the Tender Document without material deviations, objections, conditionality or reservations. A material deviation, objection, conditionality or reservation is one (i) that affects in any substantial way the scope, quality or performance of the Contract; (ii) that limits in any substantial way, inconsistent with the Tender Document, the Employer's rights

or the successful Bidder's obligations under the Contract; or (iii) whose rectification would unfairly affect the competitive position of other Bidders who are presenting substantially responsive bids.

2.20.4 If a Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

## **2.21 Evaluation of Bids:**

### **2.21.1 Evaluation of Techno commercial Bids:**

- i. Evaluation of Techno-commercial Bids shall be carried out based on the documents submitted by the bidders in their Techno-commercial Bids and subsequent clarifications/documents submitted by the bidders during evaluation of bids. The Bidder(s) shall be declared as Techno-commercially qualified provided that their bids are substantially responsive and meet the requirements mentioned at **Clause 3.1.1 to 3.1.3** of Section-III: Pre-Qualifying Criteria (PQC) and other terms and conditions as specified in this tender document. The Price Bids of only those Bidders will be opened who Techno-commercially qualified as per the criteria mentioned above.

### **2.21.2 Evaluation of Price Bids:**

- i. Bids will be evaluated based on the lowest overall cost to SJVN (Employer) as per the Price quoted by the bidder. The bidder shall be declared as L1 Bidder, whose the overall cost to SJVN (i.e. Total Contract Price quoted by the Bidder) comes out the lowest, provided that his bid is Techno commercially qualified.
- ii. In case, there is a tie among the bidders, then Auto Run option shall run on the GeM portal which will automatically pick the L1 Bidder. In case, auto run facility is not available, then Average Annual Turnover during the last 3 (three) Financial Years ending on 31.03.2024 will be considered for ranking among them and the bidder who has higher Average Annual Turnover will be declared as L-1 Bidder.
- iii. SJVN Limited reserves the right to cancel the tendering process at any time before award of work without assigning any reasons thereof.

## **2.22 Award of Contract**

2.22.1 The contract under this tender will be awarded to the L-1 Bidder declared in accordance with Clause 2.21.2 i.e. the Successful Bidder and the Letter of Award shall be issued through GeM Portal. Within 72 Hrs after issuance of GeM Order by SJVN or as per timelines specified by GeM Authority, the Successful bidder shall have to accept the GeM Order on GeM Portal complying with the requirement of GeM Portal including payment of Annual milestone charges/ Any other charges as applicable.

2.22.2 Purchase preference shall be given to Micro and Small Enterprises considering the nature of the assignment.

2.22.3 The Letter of Award will constitute the formation of the contract for all intent and purposes until the Contract Agreement/Service Level Agreement is signed between SJVN Ltd and the Successful Bidder pursuant to clause 2.23 hereunder.

2.22.4 However, SJVN shall be under no obligation to accept the lowest or any other offer received in response to this NIT and shall be entitled to reject any or all offers without assigning any reason whatsoever, any time during the process.

2.22.5 SJVN reserves the right to accept or reject any or all bids and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected Bidder, or Bidders or any obligation to inform the affected Bidder of the grounds for SJVN's action.

### **2.23 Signing of Contract Agreement/Service Level Agreement**

2.23.1 Within 21 (Twenty-one) days after issuance of Letter of Award following Agreements shall be signed between SJVN Limited and the Successful Bidder in two (2) originals on non-judicial stamp paper of appropriate value as per the Format specified in this Tender Document:

i) Contract Agreement/Service Level Agreement.

ii) Pre Contract Integrity Pact

2.23.2 One signed copy of original Agreement shall be provided to the Successful Bidder and the other will be retained by SJVN.

2.23.3 In the event of failure on the part of the successful Bidder to sign the contract, SJVN reserves the right to terminate the LOA issued to the successful Bidder and invoke the Bid Security or the Performance Security if submitted by the successful Bidder.

### **2.24 Not Used**

### **2.25 Corrupt or Fraudulent Practices**

2.25.1 It is expected from the Bidders that they will observe the high standard of ethics during the bidding process and Construction of such Contracts. In pursuance of this policy:

1. For the purpose of this provision, the terms set-forth below shall mean as under:

a. "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party

b. "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation

c. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

- d. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - e. "obstructive practice" is deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.
- 2. A Bid shall be rejected by SJVN if it is determined at any stage that respective Bidder has engaged in corrupt or fraudulent or Collusive or Coercive practices or obstructive practice in executing the Contract in question and his Bid Security shall be forfeited. The Bidder shall not be entitled for any compensation whatsoever under this clause.
  - 3. SJVN may declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a Contract if it at any time determines that the bidder has engaged in corrupt or fraudulent or collusive or coercive practices in competing for, or in executing a Contract.
  - 4. The documents/information submitted by Bidder may be verified by the officials of SJVN for its authenticity at any time and the Bidder/Contractor shall provide all facilities/co-operation in this regard. If it is found that any of the documents/information submitted by the Bidder is not genuine, SJVN shall have full rights to cancel his Bid, forfeit the bid security and terminate the Contract, if awarded.
- 2.25.2** SJVN has Anti Bribery Management System (ABMS) in place and ABMS Manual is available on its website <https://sjvn.nic.in/> and may be downloaded from the above-mentioned website.

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# एसजेवीएन लिमिटेड

संपर्क कार्यालय,

संविदा एवं प्रापण अनुभाग

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Website: [www.sjvn.nic.in](http://www.sjvn.nic.in), CIN No. L40101HP1988GOI008409

## **SECTION-3: PRE- QUALIFICATION CRITERIA (PQC)**

- 3.1 The Eligible Bidder shall satisfy following Minimum Qualifications/requirements (MQR):
- 3.1.1 The Bidder shall be registered CA firm/ Cost Accountants firm having a valid Registration Certificate of the firm issued by the Institute of Chartered Accountants of India / Institute of Cost Accountants of India
- 3.1.2 The Shortlisted Bidders shall also meet the following criteria:
- The Shortlisted Bidder shall have average annual turnover of at least Rs 1.30 Lakhs during the last three financial years ending on 31.03.2024, which should be evidenced by Audited Balance Sheet along with Profit & Loss account or a certificate issued by a practicing Chartered Accountant. In case the Audited Balance Sheet of the FY 2023-24 is not available, the Bidder may submit the average annual turnover during the last three financial years ending on 31.03.2023 and the same shall also be considered. Further, in case the annual turnover for any Financial Year is not available, the same shall be considered as NIL.
  - Bidders must not have been banned /de-listed/ black listed / debarred from business by any PSU / Govt. Department during last 03 (three) years on the grounds of corrupt/fraudulent practices. Bidder shall give undertaking in this regard along with bid as per Para 4.0 of Letter of Bid as per Format -1 of Section VII of this Tender Document.
- Note:**
- The corresponding supporting certificates/documents justifying the Minimum Qualifying Requirements (MQR) mentioned above shall be submitted along with Bid.
- 3.1.3 Joint Venture/Consortium bidders are not eligible for bids.

Section III	Hiring of CA Firm /Cost Accountant Firm with a certificate of practice for carrying out Physical Verification of Fixed Assets at S.J.V.N's Delhi Office	Page 1 of 1
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# SECTION IV

## SCOPE OF WORK

### SCOPE OF WORK:

The complete scope of the work for Physical verification of Assets located and appearing in the books of Delhi Office of SJVN Ltd. The tentative details fixed assets as per detailed below:

Item Description	Qty (Aprox)
OFFICE EQUIPMENTS	270
DATA PROCESSING EQUIPMENTS-HARDWARE	425
ELECTRICAL EQUIPMENTS	120
FURNITURE & FIXTURE	750
VEHICLES	3

The auditor is required to submit their report covering the Fixed Assets register (provided before the start of work)and submit the reconciliation along with the location verified





# एसजेवीएन लिमिटेड

संपर्क कार्यालय,

संविदा एवं प्रापण अनुभाग

षष्ठ तल, टॉवर-1, ऑफिस ब्लॉक, एनबीबीसी कमर्शियल कॉम्प्लेक्स, किदवई नगर, नई दिल्ली 110023

Website: [www.sjvn.nic.in](http://www.sjvn.nic.in), CIN No. L40101HP1988GOI008409

## SECTION - V:

### SPECIAL TERMS AND CONDITIONS (STC) OF THE CONTRACT

#### 5.1 COMMENCEMENT OF SERVICES:

5.1.1 The Contractor shall start the activities within 07 days from date of acceptance of Letter of Award (LoA)/GeM Order or as per direction of the OIC and shall proceed to carry out the Scope of Services with due expedition and without delay.

#### 5.2 DURATION OF CONTRACT:

- i. The Contract shall be effective as on the date of acceptance of Letter of Award by the successful bidder (hereinafter referred as "Contractor") and shall be continued for a period of 24 Months from the date of commencement of the Services unless earlier terminated as per clause 5.10
- ii. Effective upon the expiration of the period of One Year from the date of commencement of the Services, SJVN, on its sole discretion, may extend the Contract for an additional period of maximum up to one year on the same terms and conditions subject to written consent of contractor to continue their services on same terms and conditions. In such case, a written notice of extension of Contract shall be provided to the Contractor before expiration date of the Contract

5.3 **TIMELINES/DURATION OF CONTRACT:** The scope of services as brought out at Section IV is to be completed in 20 days from the date of commencement of services.

#### 5.4 SCOPE OF SERVICES:

The Scope of Services of the Contractor under the contract shall be as specified in Section-IV: Scope of Services of this Tender Document.

#### 5.5 PRICE ADJUSTMENT:

The Contract Price quoted by the bidder for carrying out the assessment as per the Scope of Work shall remain firm and not subject to any escalation due to any reason whatsoever during pendency of the contract.



## **5.6 TERMS AND PROCEDURE OF PAYMENT:**

The terms and procedure of payment shall be in accordance with the provisions specified in Section VI: PAYMENT TERMS.

## **5.7 LIQUIDATED DAMAGES:**

The work shall be completed within 20 days from the commencement of services including submission of Final Report. However, in case the report is delayed beyond the stipulated time period of 20 days, the Liquidated Damages @ 0.5% week or part thereof subject to maximum of 5% of the awarded value shall be levied.

## **5.8 TAXES AND DUTIES:**

5.8.1 The taxes & duties shall be paid as per applicable rate at the time of execution of work. Any increase in taxes & duties /new introduction of new taxes & duties/ levy by the Govt. shall be paid by SJVN Ltd. provided that such increase in taxes & duties /new introduction of new taxes & duties/ levy by the Govt. is made with in schedule of completion period as per LOA, otherwise same shall be paid by the bidders. The following may be considered by the bidders:-

- (i) GST shall be applicable as per GST rules, thus GST has to be quoted accordingly by the bidder.
- (ii) Any other deduction like TDS etc. as applicable under this contract as per the Govt. laws shall be made from the payment of the contractor and statement for the same shall be provided by SJVN for the same

5.8.2 SJVN shall be entitled to make all deduction towards taxes from the payments to be made to the contractor/firm as may be mandatory as per rules under IT Act and GST. However SJVN shall give a statement in respect of such deductions to the contractor

## **5.9 FORCE MAJEURE:**

- i. "Force Majeure" shall mean any event or situation beyond the reasonable control of SJVN or of the Contractor, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected, and its origin is not due to negligence or lack of care on the part of the Contractor.
- ii. If either party is prevented, hindered, or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall promptly notify the other in writing of the occurrence of such event and the circumstances thereof. Unless otherwise directed by SJVN in writing, the Contractor shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- iii. The Contractor shall not be liable for forfeiture of its Performance Security, liquidated damages/penalty, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure

## **5.10 TERMINATION:**

**5.10.1 TERMINATION FOR EMPLOYER'S CONVENIENCE:** The Employer reserves the right to terminate the Contract at any time for any reason by giving the Service Provider a prior notice of termination of 07 days. In the event of termination of the Contract under this sub-clause, the Employer shall pay to the Contractor the Contract Price, proportionately attributable to the parts of the work/services executed by the Service Provider as of the date of termination.

**5.10.2 TERMINATION OF CONTRACT:** In case Service Provider persistently fails to execute the Contract in accordance with the Contract or neglects to carry out its obligations under the Contract without just cause or comply with the requirements as per provision of Contract, the Employer reserves the right to terminate the Contract at any time for any reason by giving the Contractor a prior notice of termination of 07 days.

## **5.11 CLOSURE OF CONTRACT:**

The contract shall stand closed upon

- i) successful performance of all obligations by both parties.
- ii) termination and settlements after that, if any, as per provision of contract.

## **5.12 SETTLEMENT OF DISPUTES:**

- i. In the event of any dispute or difference arising under this contract or in connection therewith including any dispute relating to existing meaning and interpretation of this contract, the same shall be referred to the sole arbitrator appointed by SJVN Limited. The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996 and any enactment and/or amendment thereof for the time being in force.
- ii. There will be no objection that the arbitrator is a person who has dealt with the matters to which the contract relates and/or in the course of his duties he has expressed any view on any matters in dispute or differences. The award of the arbitrator shall be final and binding on the parties.
- iii. Notwithstanding any dispute between the parties the agency shall not be entitled to withhold, delay or defer his obligation under the contract and the same shall be carried out strictly in accordance with the terms and conditions of the contract.
- iv. All actions at law or suits arising out of or in connection with this contract or the subject matter thereof, shall be instituted in a court of competent jurisdiction at New Delhi.

## **5.13 LAWS GOVERNING THE CONTRACT:**

The Contract is governed by and shall be construed in accordance with the laws of the Republic of India.

## **5.14 JURISDICTION OF COURTS:**

The Courts of Delhi shall have exclusive Jurisdiction in all matters arising under the contract between the parties.



# एसजेवीएन लिमिटेड

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Website: www.sjvn.nic.in, CIN No. L40101HP1988GOI008409

## SECTION - VI: PAYMENT TERMS

- 6.1 The payment to the Contractor shall be released only after signing of Contract Agreement/Service level Agreement as per Clause 2.23 of Section-II: ITB of this Tender Document.
- 6.2 Hundred Percent 100% payment of the contract price shall be made within 21 days after completion & verification of work by OIC. Following documents needs to be submitted by the Contractor for release of payment:
- Deliverables/invoices in duplicates
  - Copy of PAN No.
  - Copy of GST No.
  - Work Completion Certificate issued by the EIC
  - Submission of report
  - Cancelled Cheque
- 6.3 The payment(s) shall be released through Electronic Fund Transfer (EFT). Bank charges if any, shall be borne by the Transaction Advisor.
- 6.4 The word 'submitted' used in this clause shall mean the day of receipt of the documents by OIC; or where any objection is made in writing by SJVN regarding submission within 07 days from the date of receipt of the documents by OIC, the day on which such objection is removed by the Contractor.
- 6.5 In the event of termination of contract by SJVN due to non-fulfilment of obligation(s) by the Contractor under the contract as decided by the Arbitrator, any fee has already fallen due, but bills not raised shall not be paid and appropriate action may be initiated by SJVN.
- 6.6 In case payment are not released by SJVN within the stipulated time, SJVN shall pay principal amount plus interest in the following manner:
- In case of the Contractor is an MSME, SJVN shall pay the principal amount plus compound interest with monthly rests from the date immediately following the date agreed upon at three times of bank rates as notified by Reserve Bank

of India from time to time. Further, no interest will be paid on disputed claim amount.

(b) In case of the Contractor is a non-MSME, SJVN shall pay the principal amount plus interest thereon @ the rate of one-year MCLR of SBI+2% per annum.

6.7 The payment(s) shall be released through Electronic Fund Transfer (EFT). Bank charges if any, shall be borne by the Financial Consultant /service provider.

6.8 Bill(s)/Invoice(s) authenticated by means of Digital Signature and submitted electronically along with any other supporting document, shall also be considered acceptable.

6.9 The word 'submission' used in this clause shall mean the day of receipt of the documents by EIC; or where any objection is made in writing by SJVN regarding submission within 10 days from the date of receipt of the documents by EIC, the day on which such objection is removed by the Financial Consultant.

6.10 Omissions on the part of the EIC to pay the amount due upon measurement or otherwise shall neither vitiate nor make the Contract void. Further, no claim for interest or damages will be entertained or payable by the Employer upon:

(i) any balance which may become due on final settlement / re-conciliation of the account.

#### **6.11 Final Bill Payment**

- a) The Contractor shall submit a Final bill after issuance of Work Completion Certificate by EIC.
- b) The Contractor shall submit a "No Claim Certificate" to the EIC in such form as shall be required by the EIC before the final payment/ performance securities are released.
- c) The final bill relating to the Contract.
- d) The Contractor shall not be entitled to make any claim whatsoever against the Employer under or arising out of this Contract, nor shall the Employer entertain or consider any such claim, if made by the Transaction Advisor, after submission of "No Claim Certificate" to the Employer.
- e) Final payment shall be released to the Contractor after issuance of Work Completion Certificate as per provision of Clause 5.21 and shall include adjustment of all claims against the Contractor by the Engineer-in-Charge.

6.5 **GST:** GST shall be paid extra on actual as per prevailing rate under GST Act, 2017 and 'Bill To' details, as per requirement of GST Act, shall be provided by the EIC.





# एसजेवीएन लिमिटेड

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Website: www.sjvn.nic.in, CIN No. L40101HP1988GOI008409

## SECTION- VII: FORMS AND FORMATS

### Format-1

#### Format for Letter of Bid

Ref No. [*Insert your Reference No.*]

Dated: xx.xx.2025

To,

**Deputy General Manager,**

Contracts & Procurement Section, Liaison Office,  
SJVN Ltd., 6<sup>th</sup> Floor, Tower No. 1,  
Office Block, NBCC Complex,  
East Kidwai Nagar, New Delhi-110023

**Subject:** NIT for “Hiring of CA Firm /Cost Accountant Firm with a certificate of practice for carrying out Physical Verification of Fixed Assets at SJVN’s Delhi Office, NIT Ref No. SJVN/CC-Delhi/LO/C&P/4426, dated 07.02.2025.”

Sir,

- 1.0 I the undersigned, is authorized signatory of [*Insert name of the Firm/Agency/Bidder*] and is competent to sign this declaration and execute this tender document.
- 2.0 We have carefully read and understood all the terms and conditions of the tender document in conjunction with its subsequent Amendment(s)/ Clarification(s)/ Addenda/Errata/ Corrigendum(s), if any, and undertake to abide by them;
- 3.0 The information/documents furnished along with the above Bid are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
- 4.0 We hereby undertake that we have not been banned /de-listed/ black listed / debarred from business by any PSU / Govt. Department during last 03 (three) years on the grounds of corrupt/fraudulent practices or on any other ground.
- 5.0 We [*Insert name of the Firm/Agency/Bidder*] undertake, if our bid is accepted, to commence the work immediately upon your Letter of Award/GeM Order to us as per provisions mentioned therein, and to achieve Completion of Works within the time stated in the Tender Documents.
- 6.0 We [*Insert name of the Firm/Agency/Bidder*] undertake that we have not submitted more than one bids against the subject cited NIT. We also undertake that we have not joined hands with related

Section  
VII

Hiring of CA Firm /Cost Accountant Firm with a certificate of practice for carrying out Physical Verification of Fixed Assets at SJVN’s Delhi Office

Page 1  
of 8

parties such as associated firms / partners for submitting the bid in different

- 7.0 We, [*Insert name of the Firm/Agency/Bidder*], confirm our acceptance to all terms and conditions mentioned in the Tender Document Ref No-----dated----- including all subsequent clarifications/ amendment/addendum/corrigendum(s), in totality and withdraw all deviations raised by us, if any.
- 8.0 We [*Insert name of the Firm/Agency/Bidder*] agree to abide by this bid till [90 days from the last date of submission of bids] as stipulated in the Tender Document, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
- 9.0 Until a formal Contract is prepared and executed between us, this bid, together with your written acceptance thereof in the form of your Letter of Award/GeM Order shall constitute a binding contract between us subject to modifications, as may be mutually agreed to between us and indicated in the Letter of Award.
- 10.0 We understand that you are not bound to accept the lowest or any bid you may receive. We acknowledge the right of the Employer to reject our Bid without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- 11.0 We understand that you may annul the bidding process and reject all bids or accept or reject any of the bids at any time and that you are neither bound to accept any bid that you may receive nor to invite the Bidders to bid for Works, without incurring any liability to all or any of the Bidders.
- 12.0 We agree and understand that the Bid is subject to the provisions of the Tender Documents. In no case, we shall have any claim or right of whatsoever nature if the Works is not awarded to us or our Bid is not opened.
- 13.0 Attachments to the Letter of Bid:

In line with the requirement of the Tender Documents we enclose herewith the following Attachments to the Letter of Bid:

- i) **Format-1:** Letter of Bid duly completed and signed by the Bidder, together with all Attachments identified
- ii) Attachment 1-Certification about Mandatory Information to be required to upload the award details on Central Procurement Portal (CPP) i.e. <https://eprocure.gov.in/cppp>
- iii) Attachment 2: Bid Security Declaration (if Applicable)
- iv) Attachment-3: Undertaking in the form of Declaration of Eligibility
- v) **Format-2:** Duly filled Techno -Commercial Bid Response Sheet (TBRS) together with all attachments/data/documentary evidences in support of fulfilment of Minimum Qualifying requirement.
  - a) Latest Registration Certificate of the firm issued by the Institute of Chartered Accountants of India / Institute of Cost Accountants of India. Copy of Certificate of Practice for Firm of CA/Cost Accountant as per the clause 3.1.1 of Section III
  - b) Proof of Bidder's Average Annual Turn Over / Annual Audited Financial statements for the last three Financial Years (FYs) ending on 31.3.2024 pursuant to clause 3.1.2.
  - c) Undertaking in the form of Declaration of Eligibility as per Attachment 4 pursuant to clause 3.1.2(ii)
- vi) Certificate of GST Registration
- vii) Certificate/PAN
- viii) Copy of GST Registration

Section VII	Hiring of CA Firm /Cost Accountant Firm with a certificate of practice for carrying out Physical Verification of Fixed Assets at SJVN's Delhi Office	Page 2 of 8
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- ix) Any other additional information/Document(s) pertaining to this tender except price content, if any
- x) Details of bank account and bank in which Fee payments will be made

Date.....

Place.....

(Name & Signature of Authorised Representative  
with Seal/Stamp of Company)



**Proforma for**

**Mandatory Information required to upload the award details on Central Procurement Portal (CPP) i.e. <https://eprocure.gov.in/cppp>**

**Subject: “ NIT for “Hiring of CA Firm /Cost Accountant Firm with a certificate of practice for carrying out Physical Verification of Fixed Assets at SJVN’s Delhi Office, NIT Ref No. SJVN/CC-Delhi/LO/C&P/4426, dated 07.02.2025**

1. Company Name
2. Registration Number
3. Registered Address
4. Name of Partners/ Directors
5. Bidder Type : Indian/ Foreign
6. City
7. Postal Code
8. Company’s Establishment Year
9. Company’s Nature of Business
10. Company’s Legal Status (Tick ✓)
11. Company Category (Tick ✓)

Project Affected Person of this Company

SSI

Others

**Contact Details:**

Enter Company's Contact Person  
Details

Title (Tick ✓)

Mrs.

Mr.

Ms.

Dr.

Shri

Contact Name

Date of Birth (DD/MM/YYYY)

Correspondence Email

Designation

Phone Details e.g. : +91 044  
22272449

+91

Mobile Number

I, the undersigned, Proprietor/Director/authorized signatory of [*Insert name of the Firm/Agency/Bidder*] do hereby solemnly declare and affirm that the details furnished above are true and correct to the best of my knowledge and belief.

Date.....

Place.....

(Name & Signature of Authorised Representative  
with Seal/Stamp of Company)

**Format for Bid Security Declaration (if Applicable)**

**To,**

**Deputy General Manager,**

Contracts & Procurement Section, Liaison Office,  
SJVN Ltd., 6<sup>th</sup> Floor, Tower No. 1,  
Office Block, NBCC Complex,  
East Kidwai Nagar, New Delhi-110023

**Subject: NIT for “NIT for “Hiring of CA Firm /Cost Accountant Firm with a certificate of practice for carrying out Physical Verification of Fixed Assets at SJVN’s Delhi Office, NIT Ref No. SJVN/CC-Delhi/LO/C&P/4426, dated 07.02.2025.”**

I hereby submit a declaration that the bid submitted by the undersigned, on behalf of the bidder [Name of the Bidder], shall not be withdrawn or varied during the period of bid validity

I, on behalf of the bidder,[Name of the bidder], also accept the fact that in case the bid is withdrawn or varied any term & condition in regard hereto during the period of bid validity, except as provided in the bid document or in case of a successful bidder, if we fail within the specified time limit to sign the agreement or we fail to furnish the required performance security or if we adopt the corrupt or coercive or fraudulent practices or commit defaults under integrity pact, then [Name of the Bidder] will be suspended for participation in the tendering process for the works of SJVN Ltd and its subsidiaries and works under other centrally sponsored schemes, for a period of one year from the date of issue of such suspension by the Employer.

Date:

(Signature of Authorised Signatory)

Place:

(Name)

(Designation)

(Common Seal)

**FORM OF DECLARATION OF ELIGIBILITY**

**UNDERTAKING**

I / We, M/s .....(Name of Bidder) hereby certify that I / we have not been banned /de-listed/ black listed / debarred from business by any PSU / Govt. Department during last 03 (three) years on the grounds of corrupt/fraudulent practices or on any other ground.

**(Seal & signature of the Bidder)**



## SERVICE LEVEL AGREEMENT (SLA)

**[Only for acceptance; not to be filled and submitted. Shall be executed during Formal Agreement.]**

This Agreement (hereinafter called “the Contract”) is made on the.....at New Delhi.

Between

**SJVN Limited**, a company incorporated under the Companies Act 1956, having its registered office at SJVN Corporate Office Complex, Shanan, Shimla, Himachal Pradesh, Pin Code - 171 006 and mailing address at 6<sup>th</sup> Floor, Tower Block No. 1, NBCC Complex, East Kidwai Nagar, New Delhi-110023 (hereinafter referred to as “SJVN”, which expression shall, unless repugnant to the context or meaning thereof, be deemed to include its successors and assigns) of the one part

And

**M/s .....**, (hereinafter referred to as “the Firm/Consultant”, which expression shall, unless repugnant to the context or meaning thereof, be deemed to include its successors and assigns) of the other part.

(SJVN and Contractor shall, where the context permits, be referred to collectively as “the Parties” and individually as “the party”)

**WITNESSETH :**

WHEREAS, SJVN has invited online Open Tender for **Hiring of CA Firm/Individual/Cost Accountant Firm with a certificate of practice for carrying out Physical Verification of Fixed Assets at SJVN’s Delhi Office, NIT Ref No. SJVN/CC-Delhi/LO/C&P/4426, dated 07.02.2025**

AND WHEREAS, the Contractor has submitted their Bid/Proposal against the aforesaid NIT through e-Procurement Portal (i.e. <https://sjvn.abcprocure.com>);

AND WHEREAS, SJVN has accepted the aforesaid Bid/Proposal of the Contractor and award the works/services on the terms and conditions contained in Letter of Award vide ..... (hereinafter: Letter of Award);

AND WHEREAS, the Contractor has agreed to provide the **Hiring of CA Firm/Individual/Cost Accountant Firm with a certificate of practice for carrying out Physical Verification of Fixed Assets at SJVN’s Delhi Office, NIT Ref No. SJVN/CC-Delhi/LO/C&P/4426, dated 07.02.2025** per the NIT and has unequivocally accepted the Letter of Award on .....

NOW THEREFORE, the parties hereto execute a Contract Agreement and hereby agreed as follows:

- 1.0 That in this Contract Agreement, words and expression shall assume the same meanings as are respectively assigned to them in the Letter of Award and Tender Document;
- 2.0 In consideration of the payments to be made by SJVN to the Contractor as hereinafter mentioned, the Contractor hereby covenants with SJVN to provide ***Hiring of CA Firm/Individual/Cost Accountant Firm with a certificate of practice for carrying out Physical Verification of Fixed Assets at SJVN’s Delhi Office***, as per provisions of the

Contract;

3.0 The following documents subsequent amendments/clarifications, if any, shall constitute the Contract between the Employer and the Firm/Consultant , and each shall be read and construed as an integral part of the Contract:

- (i) Service Level Agreement(SLA)
- (ii) Letter of Award(LoA)/Order issued through GeM Portal,
- (iii) Scope of Works/Employer's Requirement
- (iv) Special Terms and Conditions (STC of the Contract
- (v) Payment Terms
- (vi) Instructions to Bidder (ITB)
- (vii) Notice Inviting E- Tender through GEM and,
- (viii) Bid/Proposal submitted by the Firm/Consultant ;

The documents mentioned at above para 3.0 shall be taken as complementary and mutually explanatory of one another. In case of any contradiction in any of the terms & conditions to the extent that the two provisions cannot co-exist, the order of precedence, unless otherwise agreed, shall be taken in the order set out above and,

In the event of the amendment(s) in respective document/Agreement, the later dated will be preceded over those of the issued earlier;

4.0 The Employer hereby agrees to pay to the Contract or the Contract Price in consideration of the performance by the Contractor of its obligations hereunder. The Contract Price shall be the aggregate of .....- incl of GST as specified in Price Bid Response Sheet (PBRS) as submitted electronically by the bidder, or such other sums as may be determined in accordance with the terms and conditions of the Contract.

5.0 The Contract shall be deemed to have taken effect from .....

6.0 The date of commencement of the Services shall be deemed to reckon from .....

7.0 IN WITNESS WHEREOF, the Parties, have caused this Contract to be executed by their dully authorised officers as of the day, month and year first above written.

**For and on behalf of SJVN**

**For and on behalf the Firm/Consultant**

Signature with official Seal

Signature with official Seal

Name :

Name :

Designation :

Designation :

In Presence of

Signature

Name

Address

In Presence of

Signature

Name

Address



