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दोलाबारी, कालियाभोमोरा
Dolabari, P.O. Kaliabhomora
तेजपुर-784027, असम (भारत)
Tezpur-784027, Assam (India)

पूर्वोत्तर क्षेत्रीय जल और भूमि प्रबंधन संस्थान

NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT

(जल संसाधन, नदी विकास और गंगा कायाकल्प विभाग, जल शक्ति मंत्रालय, भारत सरकार के अधीन एक संस्थान)

(An Institute under the Department of Water Resources, River Development and Ganga Rejuvenation,
Ministry of Jal Shakti, Govt. of India)



NO:NRWM/ACCTT/CA/60/2021-22/

2140

Dated 26.10.2021

NOTICE INVITING e-TENDER

E-tenders are invited by the Director, NERIWALM, Tezpur from Comptroller and Auditor General (CAG) empanelled Chartered Accountants for AUDIT & COMPILATION of PROJECT and MAIN ACCOUNT of NERIWALM, Dolabari, Tezpur, Assam. The last date for **ONLINE** submission of tenders is **15.11.2021** up to 5.00 **PM**. The tenders will be opened on **16.11.2021** at **11.00 AM** in the Administrative Building of NERIWALM in presence of the bidders or their authorized representatives, if any. In the event of **16.11.2021** being declared a holiday, the bids will be opened on the next working day at the same time and place.

Interested bidders may upload their Technical and Financial Bids in the CPP **Portal**. The tenders along with terms and conditions may also be viewed in the institute's website. www.neriwalm.gov.in.



Shankar
26/10/2021
Deputy Director (Admin)

NERIWALM



पूर्वोत्तर क्षेत्रीय जल और भूमि प्रबंधन संस्थान
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(जल संसाधन, नदी विकास और गंगा कायाकल्प विभाग, जल शक्ति मंत्रालय, भारत सरकार के अधीन एक संस्थान)
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Sl. No	Name of work	Time of completion	Earnest Money
1.	Audit of Project Account of NERIWALM (2007-08 onwards)	45(forty-five) days from the date of signing the formal agreement.	2% of the quoted amount.
2.	Compilation of Report of Audited Project Account of NERIWALM (2007-08 onwards)		
3.	Audit of Main Accounts of NERIWALM for FY 2021-22. (Final Lol will be issued in April, 2022)	30(thirty) days from the date of signing the formal agreement.	2% of the quoted amount.
4.	Compilation of Report of Audited Main Account of NERIWALM for FY 2021-22. (Final Lol will be issued in April, 2022)		

Deputy Director (Admin)
26/10/2021
Deputy Director (Admin)
NERIWALM

Copy to:

1. PA attached in the Director's Office for kind information of Director.
2. CVO, NERIWALM for kind information.
3. DDO, NERIWALM for information.
4. Accounts Officer, NERIWALM, Tezpur for information.
5. Notice Board, NERIWALM, Tezpur for wide circulation.
6. ✓ NERIWALM website: www.neriwalm.gov.in. & CPPP Portal for publishing.

Tender Notice No. NRWM/ACCTT/CA/60/2021-22/.....2146..... Dtd: 26/10/2021

**e-TENDER FOR AUDIT AND COMPILATION OF REPORT OF PROJECT
ACCOUNTS OF NERIWALM, DOLABARI, TEZPUR, ASSAM.**



Invited by



**NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT
(NERIWALM)**

Department of Water Resources, River Development & Ganga Rejuvenation,
Ministry of Jal Shakti, Govt. of India
(Registered under the Societies Registration Act, 1860)
Dolabari, P.O Kaliabhomora
Tezpur-784027, Assam (India)
Website: www.neriwalm.gov.in
Phones: 03712- 291069

NOTICE INVITING E-TENDER

Tender No.: NRW/ACCTT/CA/60/2021-22/

E- tenders are invited by the Director, NERIWALM, Tezpur from Comptroller and Auditor General (CAG) empanelled Chartered Accountants for AUDIT & COMPILATION of PROJECT ACCOUNT of NERIWALM, Dolabari, Tezpur, Assam.

ONLINE submission of Bids is mandatory for this Tender. Detailed instructions are given in below.

Important Dates:

- Date of Posting of NIT on CPPP Portal & NERIWALM website : www.neriwalm.gov.in – **26.10.2021**
- Start Date & Time of Procurement of tender documents : **26.10.2021 at 7.00 PM**
- Last date & time of procurement/downloading of tender documents : **15.11.2021 upto 5.00 PM**
- Last date & time for submission of Bids : **15.11.2021 upto 5.00 PM**
- Opening of Bids : **16.11.2021 at 11.00 AM**

Tender Fee (non refundable) amounting to Rs. 500.00 (Rupees Five hundred) by Demand Draft in favour of “NERIWALM REVENUE ACCOUNT” payable at Tezpur.

Earnest Money amounting to 2% of the quoted amount by Demand Draft in favour of “NERIWALM REVENUE ACCOUNT”, payable at Tezpur from a Scheduled Bank shall be submitted along with the tender.

- **Tender fee and EMD is exempted for NSIC/MSME units. Subject to submission of valid NSIC / MSME certificate.**

1.1 : Eligibility Criteria

1. Average Annual Financial Turnover during the last 3 years, ending 31st March 2021, should be at least Rs. 50.0 Lakhs.
2. The Bidder should not have been barred / black listed by any PSU/Govt. Deptt. in doing business with them (Please submit undertaking).
3. The Bidder should be CAG empanelled Chartered Accountants with registration for GST and PAN (Submit copy of CAG empanelled Certificate, PAN Card, GST Registration, Experience Certificate, etc).



5. The rates should be legibly written both in figure and in words. Any correction should be properly authenticated with proper initials. The quoted rates should be inclusive of all charges, including GST.
6. No request for change of rates will be entertained after opening of the bids.
7. The work should be completed within the stipulated time. Extension may be considered only if a valid and tenable reason is given and accepted by the Competent Authority.
8. Payment will be made as per actual work executed.
9. Any other clause not covered above, the bidder will be liable to abide by the direction/instruction of the Director, NERIWALM in the interest of the work.
10. The Director, NERIWALM reserves the right to accept/reject any or all tenders without assigning reasons thereof and there is no binding on the Director to accept the lowest rate.

Note: Bidder must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned above.

Tenders received without EMD / inadequate EMD, and without the requisite Tender Fee shall be summarily rejected. However, Tender fee and EMD is exempted for NSIC/MSME units. Subject to submission of valid NSIC / MSME certificate.

INSTRUCTIONS TO BIDDERS

2.1: INTRODUCTION (DEFINITIONS)

2.1.1 “Employer/Purchaser” means North Eastern Regional Institute of Water and Land Management (NERIWALM), Dolabari, Tezpur – 784027 (Assam).

2.1.2 “Bidder” means the individual or firm or corporate body who participates in the tender and submits its bid.

2.1.3 “Letter of Intent (LOI)” means the communication of the intention of the Employer to the Bidder to place the Work Order for the former’s offered work/services.

2.1.4 “Purchase/Work Order (PO)” means the order placed by the Employer on the Contractor duly signed by the Employer’s authorized representative to purchase certain goods & services from the vendor/contractor.

2.1.5 “Contract Price” means considerations payable to the supplier/contractor as stipulated in the Purchase or Work Order for performance of specified contractual obligations.



2.2 BIDDER TO BEAR COST OF PURCHASE OF TENDER

The Bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser in any case will not be responsible or liable for these costs regardless of the conduct of the bidding process.

2.3: EXTENSION OF TIME

In order to give prospective bidders required time in which to take the amendments into action in preparing their bid, the Employer may at its discretion extend the deadline for submission of bid suitably.

2.4: BID PRICE

Price indicated in the schedule shall be FOR NERIWALM, Tezpur. Prices should be inclusive of all taxes and duties, GST, etc.

2.5: BIDDERS ELIGIBILITY AND QUALIFICATIONS

Bidder shall furnish as a part of bid documents establishing the bidder's eligibility to execute the contract work. The bidder shall also submit documentary evidence in the form of literature, data, etc on the successful completion of such works.

2.6: BID SECURITY

2.6.1 The Bidder shall submit EMD as mentioned in the NIT. The EMD shall be in one of the following forms:-

(a) Demand Draft/Banker's Cheque/Pay Order from a Scheduled Bank in favour of "NERIWALM REVENUE ACCOUNT", payable at Tezpur, Assam.

2.6.2 The bid not secured in accordance with the above shall be rejected by the Employer as non-responsive.

2.6.3 The EMD of the unsuccessful bidder will be discharged/returned as promptly as possible but not later than 30 days after expiry of the bid validity period prescribed by the Purchaser.

2.6.4 The EMD may be forfeited under the following circumstances:-

a) If a bidder withdraws his bid during the period of bid validity specified by the bidder on the bid form.

b) If he fails to execute the contract work in terms of the project.

2.6.6 No interest is payable on EMD.

2.6.7 In case of inadequacy or non-submission of prescribed EMD, the tender shall be deemed to be disqualified and shall be summarily rejected in the technical evaluation.

2.7: VALIDITY PERIOD OF BID

Bid shall remain valid for 120 days after the date of bid opening. The bid valid for a shorter period shall be rejected by the Employer as non-responsive.



In exceptional circumstances, the Employer may request the consent of the bidder for an extension to the period of bid validity. The bid security provided shall also be suitably extended. A bidder accepting the request and granting extension will not be permitted to modify his bid.

2.8 CLARIFICATION OF BIDS

2.8.1 To assist evaluation and comparison of the bids, the Employer may at its discretion may ask the bidder for clarification of the bid. The clarification and response from bidder shall be in writing. The clarification and response from the Employer shall also be in writing.

2.8.2 The Employer does not bind himself to accept the lowest or any tender and reserves to himself the right to accept the whole or any part of the tender and altering the quantities offered and tenderer shall supply the same at the rate quoted.

2.9: EVALUATION OF TENDERS

2.9.1 The Employer shall evaluate the bids in respect to the substantive responsiveness of the bid or otherwise. The Employer shall carry out detailed evaluation of the substantially responsive bids. The Employer shall check the bid to determine whether they are complete, whether any computational errors have been made or required sureties have been furnished.

2.9.2 Arithmetical error shall be rectified on the following basis:

a) If there is a discrepancy between the unit price and total price that is obtained multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the Employer

b) In case of discrepancy between words and figures, the amount in words shall prevail.

2.9.3 A bid determined as substantially non-responsive shall be rejected by the Employer.

2.9.4 The Employer may waive any minor infirmity or non-conformity or irregularity in the bid which does not constitute a material deviation.

2.9.5 The Employer shall evaluate in detail and compare the bids which are substantially responsive.

2.9.6 The evaluation of the ranking shall be carried out on the landed price of goods offered inclusive of all taxes.

2.9.7 The distribution of tendered quantity amongst the technically and commercially complied bidders shall be based on merits of each case.

2.9.8 NERIWALM shall have the sole discretion in deciding the number of parties on whom the orders shall be finally placed.

2.10: NOTIFICATION OF SUCCESSFUL BIDDER

2.10.1 Prior to the expiration of the bid period, the Employer will notify the successful bidder in writing by registered letter or fax or email or upload in the website of NERIWALM @ www.neriwalm.gov.in to be confirmed in writing by registered letter that its bid has been accepted.

2.11: ISSUE OF LETTER OF INTENT



2.11.1 The issue of Letter of Intent shall constitute the intention of the Employer to place the Work Order with the successful bidder.

2.11.2 The bidder shall within 10 days of issue of Letter of Intent, give its acceptance for execution of the work.

2.12: CANCELLATION OF LETTER OF INTENT

Failure of the successful bidder to comply with the requirement of NERIWALM shall constitute sufficient ground for the cancellation of the acceptance of bid and forfeiture of the EMD, in which case Employer may make the offer to any other bidder at the discretion of the Employer or call for new bids.

2.13: DELIVERY

Execution of contract work shall be done by the Bidder in accordance with the terms specified by the Employer and within the stipulated date given in the tender.

2.14: SUBMISSION OF BID

Only the following shall be accepted in physical form (OFF-LINE):

- Tender Fee in the form of Demand Draft/Banker's Cheque -
- EMD in the form of Demand Draft/Banker's Cheque -
- Tender documents including all sections duly signed and stamped -
- NSIC / MSME registration certificate -
- Pass Phrase -

2.15: OPENING OF PRICE OFFER

Price Bids will be opened on **16.11.2021 at 11.00 AM** in the Conference Room of NERIWALM Administrative Building. Prospective Bidders or their authorized representatives may be present at the time of opening of the Bids. In case of any conflict arises, the decision of Director, NERIWALM will be final and binding on the bidders.

2.16: Bidding Methodology:

Single-stage One-Bid System.

Name of the Bidder : _____

Postal Address : _____

Contact Number & email add : _____



Tender No. : NRW/ACCTT/CA/60/2021-22

FORMAT FOR QUOTING OF RATES

Item No	Item of work	Rate (in figure & in words) per year
1	Audit of Project Account of NERIWALM (2007-08 onwards)	
2	Compilation of Report of Project Account of NERIWALM (2007-08 onwrds)	
3	Audit of Main Account of NERIWALM for FY 2021-22 (Final LoI will be issued in April, 2022)	
4	Compilation of Report of Main Account of NERIWALM for FY 2021-22 (Final LoI will be issued in April, 2022)	

NOTE : The quoted rate should be inclusive of all taxes & levies and GST as applicable

Name of the Bidder : _____

Postal Assress : _____

Contact Number : _____

