



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

Northern India Regional Council

3, Lodhi Road, Institutional Area, New Delhi -110003

Website: nirc-icmai.in e-mail: nirc@icmai.in

TELEPHONES: 24615788,24626678

## **TENDER NOTICE**

Ref. no. –NIRC/No.174

January 23, 2020

### **NOTICE INVITING APPLICATIONS FOR EMPANELMENT TOUR/TRAVEL AGENCIES**

The Northern India Regional council (NIRC) Institute of Cost Accountants of India hereinafter 'Institute' intends to engage/empanel experienced, reputed and leading Tour and Travel Agencies located in Delhi for arrangement of Air Tickets (domestic only)/ Train Tickets, Hotel & tour and travel related services for official use of the Institute of Cost Accountants of India. Sealed tenders under 'Two Bid System' are invited for engagement of Tour and Travel Agencies for the Northern India Regional Council of the Institute at Delhi in the prescribed bid formats enclosed with this bid document for a period of three years from the date of issue of work order with provision of further extension for two more years at the same rate, terms and conditions if mutually agreed.

For any further information or clarification, the intending bidders may consult NIRC (Administration) on any Working Day (Monday- Saturday Except 3<sup>rd</sup> Saturday) during office hours 10.00 a.m. – 6.00 p.m. Contact details: email id: [nirc@icmai.in](mailto:nirc@icmai.in), Phone no.: 24615788, 24626678; at their own cost.

The applications have to be submitted to NIRC Admin office The Institute of Cost Accountants of India, CMA Bhawan, 3, Lodhi Road, Institutional Area, New Delhi -110003 in Sealed Envelope, super scribed "**Empanelment Tour/Travel Agencies (2)**" **on or before 4:00pm, February 19, 2020.**

### **SCOPE OF WORK:**

The agency would ensure booking of Air Ticket (Domestic), Train ticket, hotel booking (Domestic), delivery of tickets during working hours / holidays / after office hours (at the expense of the agency), collection of ticket for cancellation, arrangements, confirmation / cancellation, up-gradation / revalidation of tickets, documents, etc. as detailed hereunder:

1. Booking and issuing of domestic air ticket including pre-paid tickets arrange the same on immediate basis.
2. To Book train tickets.
3. To provide other Tour and Travel related services, if required.
4. To provide Hotel booking (Domestic), if required.
5. Any other Job related to above
6. Assistance for issue / obtaining new passport/ renewal and miscellaneous passport related services.



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7. The agency will be available at all times for booking /cancellation of Air tickets/ Railway ticket
8. The agency will pass on to NIRC of ICAI-CMA all concessions /facilities extended by the airlines to the passenger on air journeys booked by NIRC of ICAI-CMA.
9. Submission of a formatted monthly statement of bills raised showing discount provided to NIRC of ICAI-CMA. In addition to the above, the statement should also include the cost of ticket of Airline / Railway.
10. Ensuring receipts of proper statement from Airlines on points gained on deal codes secured by NIRC of ICAI-CMA and ensuring proper utilization thereof.
11. Assisting NIRC of ICAI-CMA in securing deal codes with other airlines.
12. Assisting NIRC of ICAI-CMA Employees in getting enrolled in frequent flyer programmers.
13. Delivery of the tickets and travel documents either at NIRC of ICAI-CMA office, Delhi or over e-mail.
14. Providing Travel services to NIRC of ICAI-CMA 24hrs whenever required.

## **TERMS & CONDITIONS:**

1. The Agent will have to ensure prompt and timely delivery of tickets by hand /e-mail / fax at the NIRC of ICAI-CMA. They may also be required to deliver the tickets at the residence of the travelling executives (during exigencies) as per instructions.
2. If required, the Agent may be required to book tickets at very short notice, one to three hours during office hours or beyond including Sundays / holidays.
3. Air tickets have to be booked from anywhere to everywhere as per requirement of the executives travelling over telephone / email / message.
4. Tickets will have to be booked at the cheapest rate in required category for given date of travel, unless otherwise committed.
5. In case tickets are not available as indented, the Agent will immediately have to inform NIRC of ICAI-CMA within thirty minutes.
6. Cancellation charges on tickets payable to Airlines shall be reimbursed by NIRC of ICAI-CMA on production of submission of proof of actual cancellation charges levied by airline. In case of corporate memberships at various airlines, the cancellation charges should be waived as is done by the airlines themselves.
7. If from a pool of tickets, that of one officer's ticket has to be cancelled, care must be taken that the tickets of other officers in the pool who will travel, are not cancelled at all.
8. If however, an officer finds at the airport, or at the last moment before travel that his/her ticket has been cancelled and is forced to buy a ticket at a steep price, the difference of the price between the original ticket and the latter bought at the last moment will, in this case, be deducted from the next bill.
9. The firm must have a provision to take bookings 24x7.
10. Validity period of all classes of Domestic Air tickets shall be duly mentioned on the ticket.
11. In case of any extra incentive/ privilege like extra ticket etc. (i.e. over and above normal incentive / Discount to Travel Agents) is given by the Airlines the same will be passed on to the account of NIRC of ICAI-CMA and not to the person for whom ticket is arranged.
12. The requisition for Air tickets/Passport must be taken by the agency from the authorized person of NIRC of ICAI-CMA's Administration Dept. or any person designated to make requisition of tickets



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- by the NIRC of ICAI-CMA. Any tickets made from unauthorized requestor, if not recommended by authorized person of Administration dept. shall not be considered for payment.
13. In cases like that of the above, the agency will be penalized if an officer faces harassment of the above nature. If such a conduct is reiterated thrice, the entire contract will be terminated.
  14. Delivery of tickets will be arranged by the Agent at his own cost. In case the tickets are not delivered within time, the Agent will be solely responsible for the same and no payment for such tickets will be made.
  15. In case any Airline offers directly to the NIRC of ICAI-CMA any 'Corporate Arrangement Benefit: like incentive/volume discount/frequent flyer discount' on booking of certain number of tickets or annual value of business etc., the deal Code allotted to NIRC of ICAI-CMA by travel agents may be informed which would enable concerned Airline to record the sales on NIRC of ICAI-CMA account and NIRC of ICAI-CMA to avail necessary incentive.
  16. In addition to discount mentioned in the price bid, the Agents shall intimate and transfer all additional discounts/ benefits to NIRC of ICAI-CMA which are given by the Airline Authority.
  17. No additional terms & conditions over and above the conditions stipulated above shall be entertained by NIRC of ICAI-CMA.
  18. The NIRC of ICAI-CMA has the right to empanel more than one agency for this work and may give the booking orders or any other service orders to anyone or more of the agencies empaneled, at its own discretion.
  19. At any time prior to the date of submission of tender, the Tender Inviting Authority may, for any reason, whether on his own initiative or in response to a clarification requested by a prospective Bidder, modify the tender document by an amendment. All prospective bidders who have received the tender document will be notified of the amendment and that will be binding on them. In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may at its discretion, extend the date and time for submission of tenders. Bidders are requested to check for corrigendum/addendum (if any) at the NIRC of ICAI-CMA's website before finally submitting their bids.
  20. The bidder will be responsible for compliance with all Central and State laws as per rules / regulations / byelaws and order of the local authorities and statutory bodies as may be in force from time to time during the contract period.
  21. The agreement shall be for corporate scheme and all cancellation of tickets booked shall be free from any charges on account of cancellation of tickets.

## **ELIGIBILITY CRITERIA:**

- i. Bidder shall be an Indian Company / firm/sole proprietor agency engaged in Tours and Travels (Domestic), Railways and Airways.
- ii. In case of partnership firms, a copy of the partnership agreement, or General Power of Attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender
- iii. The bidder must have a valid Trade License issued by appropriate Authority to carry out the business of Air Travel Agency. A photocopy of the same must be included.
- iv. The bidder should have experience of providing tickets to Govt. organizations for past three financial years i.e. 2016-17, 2017-18 & 2018-19. Proof of serving **one** govt. organization or one



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- PSU for last 3 years must be submitted.
- v. Audited Annual turnover of the bidder in the past three financial years i.e. 2016-17, 2017-18 & 2018-19 must be submitted. Average minimum annual turnover should be **Rs.20 lakhs**.
  - vi. Bidder who has been blacklisted either by the Tender Inviting Authority or by any State Government or Central Government Organization will not be allowed to participate in the tender during the period of blacklisting.
  - vii. The agency must be able to provide 24x7 services. The agency should be prepared to provide the services on Saturday/Sundays/ Holidays besides normal working days, if so required by the NIRC of ICAI-CMA.
  - viii. The agency should have adequate professionally trained manpower.
  - ix. The agency should be having valid PAN/ TAN/ GST/All applicable licenses.
  - x. The agency will be required to offer a minimum of 30 days for payment of their bills.

## **TERMS OF PAYMENT:**

1. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
2. Invoice generation to be made on monthly basis; Bill submission will be on monthly basis
3. Necessary TDS will be deducted from the bill as per the IT Act
4. The NIRC of ICAI-CMA shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding paras.
5. Payments, subject to Tax Deduction at Source (TDS) shall be processed within 30 days of the submission of the complete documents.
6. Earnest money of Rs.10000 which will be refunded after completion of contract i.e. after 3 Years.

## **PENALTY CLAUSE:**

In the event if the enlisted bidder/agency fails to execute the work at any time to the full satisfaction of the NIRC of ICAI-CMA, the Competent Authority reserves the right to cancel the contract or withhold the payment due to agency in part or full:

- Fails to provide service in conformity with the contract document / enlistment letter, or
- Fails to carry out work in accordance with the schedule of services, or
- Suspends the work without authority from NIRC of ICAI-CMA or
- Commits or suffers or permits any breach or observes or persists in any of the above mentioned breaches of the contract, after notice in writing to the Agent by NIRC of ICAI-CMA requiring such breach to be remedied or
- If the Agent abandons the work without notice

## **AWARD OF WORK**

- For each case of bookings, mentioned under 'Scope of Work' (page 1), empaneled vendors will be asked to offer their quote and L1 party among them will be awarded with the job.
- Empaneled agencies will be accountable to respond to every quotation asked for. Act of non-responding the quotations may lead to end of contract at the discretion of the NIRC of ICAI-CMA.



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## **CONDITION IN CASE OF DISPUTE**

1. In case of any dispute, parties shall resolve the dispute by mutual discussions within a period of 30 days failing which all disputes will be subject to the Jurisdiction of Delhi Court only.
2. The NIRC of ICAI-CMA reserves the right to add/ delete/ modify any terms and conditions besides reserving the right to accept or reject the applications. Accepting the application for empanelment would not guarantee the award of contract.

## **PERIOD OF CONTRACT**

1. The contract will be valid for three years from the date of enlistment and can be extended for another two more years at same rate, terms and conditions by mutual consent of the parties. No request of hike in approved rates will be entertained during the period of contact for any reason whatsoever.
2. In case of unsatisfactory performance by the vendor, NIRC of ICAI-CMA may terminate the contract having served one month's notice. NIRC of ICAI-CMA even reserves the right to blacklist the vendor if it so decides. On the other hand if the vendor decides to discontinue its services, three months' advance notice must be served to NIRC of ICAI-CMA.

## **SUBMISSION OF BIDS**

1. Tenders duly signed by the bidders shall be submitted into two parts in separate sealed envelopes super-subscribing "A" Technical bid and "B" Financial bid shall be invited at the time of booking of tickets as per the Annexure –VI. "**Empanelment Tour/Travel Agencies (2)**" (Bid Reference – **Ref. no. –NIRC/No.174** and addressed to , NIRC Admin, The NIRC of ICAI-CMA of Cost Accountants of India, CMA Bhawan, 3, Lodhi Road, Institutional Area, New Delhi -110003
2. The documents as mentioned earlier shall be furnished along with the technical bid.
3. The formats of the all Annexures duly signed by the firm with stamp, shall be furnished.
4. All the pages of this tender document have to be signed, sealed (as a token of acceptance of terms & conditions) and submitted along with the technical bid.

## **TECHNICAL BID - COVER "A"**

The bidder should furnish the following documents in a separate cover hereinafter called "Cover A".

- Constitution of Company of Bidder: Documentary evidence regarding constitution of the company /concern such as Certificate of Incorporation, Partnership Deed etc. with details like Name, Address, Telephone Number, Fax Number, E-mail Address of the firm with names of the Managing Director / Partners / Proprietor.
- Power of Attorney of Bidder: Attested copy of instruments such as Power of Attorney, Resolution of Board etc., authorizing an officer of the bidding firm to submit their bids. Such authorized officer should sign the bid documents.





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- Undertaking of Bidder: Undertaking in the form at Annexure-II A & Annexure-IIB
- Annual Turnover: Audited annual turnover statement for past three financial years 2016-17, 2017-18 & 2018-19 in the format given in Annexure- III.
- Execution of similar contracts of bidder: Details of services made during the last 3 financial years With Summary of Work Orders in Annexure IV.
- Proof of enlistment with one govt. organization / PSU at least
- Goods & Service Tax Registration Certificate of bidder
- Signature & Seal on each page: The tender document signed by the bidder in all pages with office seal.
- Checklist of documents: A Checklist (Annexure-VII) for the list of documents enclosed with their page number. The documents should be serially arranged as per this Annexure-VII and should be securely tied or bound.

## **PRICE BID – COVER “B”**

- Cover “B” shall contain the Price Bid in the format at Annexure VIII of the Tender.
- Landed Cost: The “Price Bid” should contain the service charges that will be charged at Annexure VIII.

## **OPENING OF COVER “A” AND COVER “B” OF TENDER**

Only tenders of those bidders whose Technical Bids are found to be acceptable after technical evaluation would be eligible for further Price evaluation.

## **VALIDITY OF BID:**

Bids shall remain valid for acceptance for a period of 90 days after opening of Technical Bid i.e. Cover ‘A’. Bids with shorter validity shall be rejected. Purchaser may solicit bidders consent to an extension of validity period.

## **NO REVISION/CORRECTION OF RATES**

No Bidder shall be allowed at any time on any ground whatsoever to claim revision or modification in the rates quoted by him. Representation to make correction in the tender documents on the ground of clerical error, typographical error, etc., committed by the bidders in the Bids shall not be entertained after submission of the bids.

## **EXECUTION OF ORDER**

Order will be placed on the successful Bidder at the discretion of the Competent Authority. Unless otherwise specified, services should be rendered directly by the successful bidder and not through any other agency.



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## NON ASSIGNMENT

The Bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons, whatsoever.

## TERMINATION CLAUSE

The NIRC of ICAI-CMA reserves its right to terminate the contract for any reason at its absolute discretion including but not limited to the following:

If the bidder is adjudicated insolvent by a Competent Court or files for insolvency or if the bidder being a company is ordered to be wound up by a Court of Competent Jurisdiction.

Bidder commits any breach of the terms of this contract/ tender document.

The bidder is involved in wrongful billing.

In the event of unsatisfactory service.

If the information furnished in the Technical offer/bid is found to be incorrect.

The decision of the NIRC of ICAI-CMA in terminating the contract will be final and binding on the bidder.

## FUNDAMENTAL CLAUSE

### PROCEDURE OF TICKET BOOKING:

- By this tender, more than one Agency will be empaneled with the NIRC of ICAI-CMA.
- Booking will be given as per following procedure -  
For each time of booking, NIRC of ICAI-CMA will take quotations from all empaneled vendors at the lowest rate including service charges amongst them will be eligible for issuance of ticket.



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Annexure-I

## Format of Technical Bid

Sl. No	Particulars	Details to be filled in by the Agency
1.	Name of the Firm/Company	
2.	Registered office/business address:  Telephone/Mobile :  Number Email and fax number:	
3.	Name of Contact Person (s)	
4.	Address in Delhi:  Telephone/Mobile Number:  Fax Number:  Email:	
5.	Year of Incorporation/ Constitution	
6.	Income Tax – PAN (Attach copy of PAN)	
7.	GSTN (Attach copy of GST registration)	
8.	PF/ ESI No. (Attach copy)	
9.	Average Turnover/business Volume per year during last three financial year i.e. 2016- 17, 2017-18 & 2018-19	





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10.	Whether registered with Registrar of Firms / Companies? Date of Registration (Attach copy of orders / proof)	
11.	Detailed profile of the organization, management, Manpower, capacity etc.	
12.	Infrastructure details:  1) Whether the agency has country wide network of branches located at all the major cities in India.  2) Whether the agency have latest computerized system.  3) Whether the agency have adequate professionally trained manpower.  4) Whether the agency is providing Services to Central/ State Government/ CPSE/ State Govt. PSE / Statutory bodies / Autonomous bodies/ Financial institutions/ MNCs for last 3 years	
13.	<b>References :-</b>  Empaneled as Travel Agency with at least <b>one</b> (CPSEs) or State (PSEs) or autonomous body or Central Govt. Depts. or State Govt. Depts.  AND  Three leading Private Sectors. (with documentary evidence)	A.CPSE/PSE/Central or State Govt.:  1- 2- 3-  B. Leading Private Company  1- 2- 3-
14.	Whether the agency is in a position to provide dedicated staff for servicing the need of the NIRC of ICAI-CMA	Yes/No
15.	Any other relevant information	



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16.

**Verification –**

The application for empanelment should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the NIRC of ICAI-CMA, if it deems fit.

**Signature:**

**Date:**

**Name & Seal of Firm/Co.**



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**ANNEXURE II-A**  
**UNDERTAKING**

To

NIRC of ICAI-CMA  
The Institute of Cost Accountants of India

Tender No. 174  
For. Tour and Travels

We, do hereby declare that presently we do not stand blacklisted by any Central or State Government organization or debarred from participating in tenders of such organization and are therefore eligible to participate in NIRC of ICAI-CMA.

**Tender NO. 174**

**Date.....**

**SIGNATURE:**

**NAME & DESIGNATION:**

**DATE:**

**NAME & ADDRESS OF THE FIRM:**



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## ANNEXURE II B

### UNDERTAKING ON FRAUD & CORRUPTION (for bidder)

We..... do hereby undertake that, in competing for (and, if the award is made to us, in executing) the subject contract for Tour and Travel Agency for arrangement of Air Tickets ( domestic ), Train Tickets, Hotel Booking ( domestic ), etc. and related services for official purpose, tender reference no .....

We shall strictly observe the terms and conditions against fraud and corruption in force in the country.

**SIGNATURE:**

**NAME & DESIGNATION:**

**DATE:**

**NAME & ADDRESS OF THE FIRM:**



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**ANNEXURE-III**

**ANNUAL TURNOVER STATEMENT OF THE BIDDER**

The Annual Turnover of M/s \_\_\_\_\_

For the past three financial years are given below and certified that the statement are true and correct.

---

Sl. no.	Year	Turnover in Lakhs
1		
2		
3		
	<b>Total</b>	<b>Rs..... Lakhs</b>
	<b>Average</b>	<b>Rs..... Lakhs</b>

**Date :**

Signature  
(Name in Capital Letters)

**Seal :**



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**ANNEXURE - IV**  
**Similar Work orders received**

<b>Sl. no.</b>	<b>Name and full address of the organization</b>	<b>Year</b>
	<b>a.</b>	<b>b.</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**(Please use additional sheets if required)**

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :



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**Annexure**

**CHECK LIST**

<b>Sl. no.</b>	<b>Cover A</b>	<b>Yes</b>	<b>No</b>
1	Documentary evidence for the Constitution of the company		
2	The instruments such as Power of Attorney, if any, Resolution of Board etc.		
3	Undertaking as per Annexure II A & B		
4	Goods & Service Tax Registration Certificate		
5	Annual Turnover Statement for 3 years (Annexure – III)		
6	Annexure IV & orders for one particular year from one particular Govt. Organization		
<b>Sl.</b>	<b>Cover B</b>	<b>Yes</b>	<b>No</b>
1.	Price Bid as per Annexure VI		

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**ANNEXURE VI**

**PRICE BID**

Tender No.....

<b>SR.NO.</b>	<b>PARTICULARS</b>	<b>JUSTIFICATION</b>	<b>AMOUNT</b>
1	Services Charges		
2	Other Charges :		
(I)			
(II)			

**Taxes .....**

**SIGNATURE :**

**NAME & DESIGNATION :**

**DATE :**

**NAME & ADDRESS OF THE FIRM :**