NATIONAL BOOK TRUST, INDIA
Ministry of Education Government of India
'Nehru Bhawan', 5, Institutional Area, Phase-II
Vasant Kunj, New Delhi-110070
Email : office.nbt@nic.in
Tel. : Phone: 011 - 26707700, 26707786
Website : www.nbtindia.gov.in

EXPRESSION OF INTEREST
FOR EMPELMENT OF
CHARTERED ACCOUANT FIRM

National Book Trust, India (NBT, India), an autonomous organization under Ministry of Education, Govt. of India invites EOI to empanel reputed Chartered Accountant Firms for seeking their services. The C.A firm should be empanelled with C&AG & Reserve Bank of India. For Application Form and detailed terms and conditions, please refer to our website i.e. www.nbtindia.gov.in Last date for submitting applications is 17 September 2020 by 5pm.
राष्ट्रीय पुस्तक न्यास, भारत

चार्टर्ड एकाउंटेंट फर्मों
को सूचीबद्ध करने हेतु अभियोग की आमंत्रण

राष्ट्रीय पुस्तक न्यास, भारत (एपीबीटी) जो फि भारत सरकार के शिशु मंत्रालय के अधीन एक स्वायत्त संस्थान है फ्रेंचिस चार्टर्ड एकाउंटेंट फर्मों को सूचीबद्ध कर उनकी सैमी लेने हेतु प्रस्ताव आयोजित करता है। इसके लिए ए.एच.एच. फर्म को निर्माण, एवं मात्र एक एकाउंटेंट फर्म की एक अन्य एकाउंटेंट बैंक में सूचीबद्ध होना चाहिए। आवेदन एवं वित्तिय निर्मम ओर जारी के लिए कृपया नीचे वेबसाइट: www.nbtindia.gov.in देखें। आवेदन पत्र जमा करने की अगल तिथि 17 सितंबर 2020 रात्रि 5 बजे तक है।
NOTICE FOR EXPRESSION OF INTEREST

Notice for Expression of Interest (EOI) for Empanelment of reputed Chartered Accountant firms for Audit of Accounts & other Tax compliance related work & appearance before Compliance Assessment Authorities on behalf of National Book Trust, India (NBT)

National Book Trust, India
Government of India
Ministry of Education
Department of Higher Education
Nehru Bhawan, 5 Institutional Area
Phase-II Vasant Kunj,
New Delhi-110 070
Ph. No.011-26707700.
E-mail: office.nbt@nic.in Website: www.nbtindia.gov.in

1. National Book Trust, India has been established under Societies Registration Act XXI of 1860 fully funded and established by Ministry of Education, Government of India. It is governed by Memorandum of Association Rules" and Regulations (Bye Laws). The objectives of the NBT are to produce and engage the production of good literature in English, Hindi and other Indian Languages and to makes such literature available at moderate prices to the public and to bring out book catalogues arrange book fairs/exhibition and seminars and take all necessary steps to make the people book minded.

2. National Book Trust, India intends to engage reputed Chartered Accountant Firms (already on the panel of C&AG and RBI) for Audit of Accounts and other Tax compliance related work, issue of certificates and appearance before Compliance Authorities on behalf of National Book Trust, India.

3. The detailed EOI document indicating the scope of work, qualifying requirement, forms and process for submission of proposal for EOI can be obtained from Dy. Director (Accounts) National Book Trust, India, Nehru Bhawan, 5 Institutional Area Phase-II, Vasant Kunj, New Delhi-110070 or may be download from NBT official website at www.nbtindia.gov.in on or before 16th September 2020 The proposal may be submitted to the "Tender Box" in the main gate National Book Trust, India, Nehru Bhawan, 5 Institutional Area Phase-II, Vasant Kunj, New Delhi-110070 on or before 17th September by 5 P.M NBT reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reason thereof and no claim/dispute on this aspect shall be entertained.

(Rakesh Kumar)
Dy. Director (Accounts)
National Book Trust, India
INSTRUCTIONS TO THE APPLICANT

1. BACKGROUND

The National Book Trust, India is an apex body established by the Ministry of Education, Government of India in the year 1957. The objectives of the NBT are to produce and encourage the production of good literature in English, Hindi and other Indian languages and to make such literature available at moderate prices to the public and to bring out book catalogues, arrange fairs/exhibitions and seminars and take all necessary steps to make the people book minded.

- The objectives for which the Trust is established are:
  a) To produce and to encourage the production of good literature, and to make such literature available at moderate prices to the public;
  b) In furtherance of the above objective to publish more particularly books of the following Types in English, Hindi and other languages recognized in the Constitution of India:
     i) The classical literature of India;
     ii) Outstanding works of Indian authors in Indian languages to another;
     iii) Translation of outstanding books from foreign languages;
     iv) Outstanding books of modern knowledge for popular diffusion;
  c) To bring out book lists, arrange exhibitions and seminars and take all necessary steps to make the people book minded;
  d) To establish or promote the formation of regional Book Trusts in different parts of the Country with objectives similar to those of the Trust;
  e) To take over or amalgamate with any other Society, Trust, Institute or Association, having objects wholly or in part similar to the objects of the Trust, and to aid any such existing institution in such manners as the Executive Committee of the Trust may think fit;
  f) To acquire by gift, purchase, lease or otherwise any property, movable or immovable, which may be necessary or convenient for the purposes of the Trust and to construct, alter and maintain any buildings for purposes of the Trust;
  g) To draw, make, accept, endorse, discount and negotiate Government of India and other Promissory notes, bills of exchange, cheques and other negotiable instruments;
  h) To invest the funds of the Trust in such securities or in such manner as may, from time to time, be determined by the Executive Committee and, from time to time, to sell or transfer such investments;
  i) To sell, transfer, lease, or otherwise dispose of all or any property of the Trust; and
  j) To do all such things as the Trust may consider necessary, incidental or conducive to the attainment of the above objects.
2. SCOPE OF WORK

Being an autonomous organization fully funded by the Department of Higher Education, Ministry of Education, Government of India the financial Audit of the Trust is subject to Audit by C&AG before placing it on the Table of Parliament through Ministry of Education. The NBT also falls under the compliance of various Tax laws of Govt. of India.

The National Book Trust, India therefore invites proposal from experienced reputed Chartered Accountant firm (already on the panel of C&AG and RBI) to submit their bid for each of their work to be carried out like Audit of Accounts, filing of Income Tax Returns, TDS on salary & others on quarterly basis, Monthly GST return & Audit, Issue of certificates for remittance in foreign country. Appearing before Tax Authorities on behalf of the NBT, Annual Audits & certification of special projects, Tax Audit etc.

3. OBJECTIVE OF THE ASSIGNMENT

National Book Trust, India intends to empanel experienced reputed Chartered Accountant firm for Audit of Accounts & other related Tax Compliance work so that financial statements of Trust depicts true & clear picture & all compliance under the Tax laws could be made within the allotted time frame.

4. DESCRIPTION OF WORK

A) The Chartered Accountant Firm would be required to carry out the activities indicated below:

- Vetting of Annual Audit of Accounts & Financial Statements of National Book Trust, India
- Filing of Annual Income Tax Return.
- Filing of TDS Return salary and other than salary Tax Audit.
- Filing of monthly GST Return and TDS under GST Return.
- Filing of Annual GST Return (GSTR-9) and Audit under GST (GSTR-9C).
- Issue of certificates (for 15CA and 15CB) for foreign remittance by NBT.
- Annual Audit & certification of financial statements of special project (case to case basis).
- Appearance before Tax Authorities for and on behalf of NBT.
- Registration under various statutes.

B) Internal Audit of National Book Trust, India and Regional Offices:

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<tr>
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<tbody>
<tr>
<td>i</td>
<td>Internal Audit of NBT (HQ) on Quarterly basis/half yearly/Annually basis.</td>
</tr>
<tr>
<td>ii</td>
<td>Internal Audit of NBT Regional Offices (Delhi, Kolkata, Bengaluru and Mumbai) on half yearly/annual basis.</td>
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</tbody>
</table>
5. APPLICANT STATUS

The applicant should be an experienced reputed Chartered Accountant firm already empanelled under C&AG and RBI having past experience of similar type of work with Government Department and having similar type of work with at least two Government Organization (Documentary evidence and details to be provided to support the experience.)

6. AUTHORIZED SIGNATORY

The “Applicant” mentioned in the EOI document shall mean the person who has signed the EOI document forms. The applicant should be the duly Authorized Representative. All certificates and documents (including any clarifications sought and any subsequent correspondence) received, shall, as far as possible, be furnished and signed by the Authorized Representative.

7. BID PROCESSING & AVAILABILITY OF EOI

The EOI document can be obtained from Dy. Director (Accounts), National Book Trust, India, Ministry of Education, Government of India, Nehru Bhawan, 5 Institutional Area, Phases-II Vasant Kunj, New Delhi - 110070 on or before 16th September 2020. The EOI document can also be downloaded from NBT, India website at www.nbtindia.gov.in. The complete EOI application as per Technical and Financial detail must be submitted by 5.00 PM 17th September 2020.

8. AMENDMENT TO EOI

At any time prior to the last date for receipt of proposals, NBT, India may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the EOI document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, NBT, India may, at its discretion, extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the EOI.

9. ELIGIBILITY

The bids will be screened on the basis of the following essential eligibility criteria:

a) The Chartered Accountant /firm should have minimum 10 years of experience dealing with similar type of work.

b) Should have technically qualified and experienced in house resources (Partners, paid assistant, article assistant, other staff).
c) The Chartered Accountant / firm should be on the panel of C&AG and RBI (CA Firm should be registered with C&AG and RBI with minimum experience of 3 years).

d) Should have minimum three years past experience in dealing with similar type of work with Govt. organization.

e) Should have valid contract with two or more Government organization for similar type of work for last three years.

f) The Bidder should not have less than Rs. 75 lakhs per annum professional receipts in last three preceding financial years.

g) The applicant should furnish an undertaking to the effect that the individual/CA Firm has not been blacklisted in India or abroad on issues related to Audit or Tax Compliance.

h) The Bidder must have Head Office in Delhi/NCR.

i) Technical bid will be opened first and those who qualify in technical bid will be called for participating in financial bid.

10. SUBMISSION OF PROPOSAL

a) The proposal complete in all respects shall be submitted in sealed Envelope super scribed as “Engagement of Chartered Accountant EOI” within Tender Box, at main gate National Book Trust, India Nehru Bhawan, 5 Institutional Area, Phases-II Vasant Kunj, New Delhi-110070 on or before 5.00 PM, 17TH September 2020.

11. DOCUMENTS TO ACCOMPANY EOI

a) The applications shall be accompanied with the following documents:

- Expression of Interest.
- Details of professional fee and other charges as per work to be provided in Annexure-II (Financial bid) in separate sealed envelope with superscribing “FINANCIAL BID FOR CA EMPANELMENT”
- Complete Details with supportive documents as per Annexure-I, Technical bid (page- 1 to 6) to be submitted in separate envelop with superscribing “TECHNICLE BID FOR CA EMPANELMENT”
- Both the envelop of Technical & Financial bid require to be contained in a separate sealed envelope with superscribing “EOI for empanelment of Chartered Accountant of Technical & Financial"
12. PRE-QUALIFICATION CRITERIA (Technical Bid)

PRELIMINARY EXAMINATION FOR THE APPLICATIONS

a) National Book Trust, India shall examine the applications to determine whether they are complete, whether the documents have been signed as indicated in this document, whether all Forms as asked have been filled in properly, whether applications are generally in order and all information as indicated under various clauses have been furnished.

b) NBT, India reserves the right to waive minor deviations in the proposal application if they do not materially affect the capability of the bidder to perform the assignment.

c) Prior to detailed evaluation formalities, NBT, India shall determine the Substantial responsiveness of each application to the Invitation documents. A substantially responsive proposal is one which conforms to all the terms and conditions of the Invitation document without any material deviation. A material deviation is one which limits in any way responsibilities and liabilities of the bidder or any right of the employer as required in this document. NBT, India may waive any minor infirmity or non-conformity in an application which does not constitute material deviation. Non-responsiveness shall run the risk of rejection.

d) The evaluation shall be carried out on the basis of data available in the application documents received from the Chartered Accountant in the first instance. No account will be taken of any further documents or clarifications or any such additional information furnished subsequently by the individual/firm. However, NBT, India reserves the right to call for such clarifications confined in scope to the contents of the application, should such a clarification become necessary for proper judgment in evaluation.

13. EVALUATION CRITERIA FOR FINANCIAL BIDS:

a) The bids should be unconditional. Conditional bids would be summarily rejected.

b) Financial Bids shall be opened only after due scrutiny of Technical Bids in respect of the technically eligible Bidders only. (The Date & Time for opening of Financial Bids shall be intimated to the technically eligible Bidders later).
c) Evaluations of bids shall be done on the basis of rates quoted in the financial bid separately. (Expenses towards boarding/lodging and TA etc. shall not be considered while evaluating Technical/financial bid).

d) If some discrepancies are found between the rates given in words and figures the rate as quoted in words shall be adopted.

e) If any tie in price bids received from different bidders, then it shall be at the discretion of the Director (National Book Trust, India) to select the suitable bidder.

f) Disputes, if any, shall be resolved by sole Arbitration nominated by the Chairman, National Book Trust, India

14. **Detailed Terms & Conditions**

   a) The job is to be taken up as early as possible.
   b) The empanelled firm appointed by National Book Trust, India must not subcontract the work.
   c) If process/ performance of the CA Firm are not found satisfactory, the management reserves the right to terminate the empanelment of the firm at any time.
   d) Shifting of office file out of the office premise shall not be allowed without permission of NBT.
   e) **Payment Terms:** No advance shall be payable under any circumstances and payment shall be remitted through RTGS as per the bank details mentioned on bill. TDS shall be deducted as per income Tax Act, 1961 and the relevant prevailing rules at the time of release of payment, only after the completion of job, subject to satisfactory performance.
   f) If the work assigned by NBT does not completed within specified time limit as per the statutory provision, the empanelment may be considered for cancellation.
   g) If any penalty imposed on NBT due to delay in filing of statutory compliance, levy of penal interest shall be borne by the empaneled firm.

15. **REJECTION OF EOI**

The application is liable to be rejected if:

   a) The application is not covered in proper sealed cover with superscription as indicated in Para 10 and 11 above.
   b) Not in prescribed form and not containing all required details.
   c) Not properly signed.
   d) Received after the expiry of due date and time.
   e) Offer is received by fax, telegram or e-mail.
16. RIGHTS OF NBT, INDIA:

NBT, India shall have right to engage another Chartered Accountants/ firms if required.

17. Disclaimer

17.1 NBT, India shall not be responsible for any late receipt for any reason Whatsoever. The applications received late will not be considered.

17.2 NBT, India reserves the right to reject any / all applications without assigning any reasons thereof. To relax or waive any of the conditions stipulated in this document as deemed Necessary in the best interest of NBT, India without assigning any reasons thereof. To include any other item in the Scope of work at any time after consultation with applicants or otherwise
Annexure- I
Format for submission of Technical Bid for Empanelment of C.A Firm in NBT, India
(On the letter head of the Bidder)

1. Name of the Chartered Accountant Firm: ____________________________

2. Registration Number of the Chartered Accountant Firm: _______________

3. Date of Registration of the Firm: ________________________________

4. Particulars of the Firm:-
   i. Address of the Head office / Branch of the firm as registered with the Institute of
      Chartered Accountants of India: ____________________________

   ii. (a) Telephone Number with STD code: ___________________________

      (b) Mobile Nos. of the partners

   iii. Email address of the firm

   iv. Website of the firm, if any

   v. PAN No. of the Firm (Self Certified with Seal Copy to be enclosed)

   vi. GST No of the firm (Self Certified with Seal Copy to be enclosed)

   vii. Name of the Firm in Bank A/c, A/C Number, Name of the Branch, IFSC code

5. Self certified and stamped documents only

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<tr>
<th>S. No.</th>
<th>Particular</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1</td>
<td>Copy of firm's Registration certificate issued by Institute of Chartered Accountants of India - to show the Experience in Practice (number of years)</td>
<td></td>
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<tr>
<td>2</td>
<td>The document showing empanelment number for registration with C&amp;AG of India and RBI</td>
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<tr>
<td>3</td>
<td>Self-declaration Certificate as per Sub-Annexure A-1 to show that the firm is not black listed.</td>
<td></td>
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<tr>
<td>4</td>
<td>Details as per Sub Annexure A-2 providing details of the Partners/FCAs/ACAs of the CA firm with relevant experience and</td>
<td></td>
</tr>
</tbody>
</table>
5 Total staff strength of the firm (Articles, Chartered Accountants, other audit staff including partners), (minimum 10 required)

6 Copy of the IT return with audited report of the Firm/full time partners/Sole proprietor/others, as the case may be, for the last three Financial years i.e. 2019-20, 2018-19, 2017-18.

7 Details as per SUB-ANNEXURE A-3 with respect to the experience in Audit of Annual Accounts of Central/State Autonomous bodies / semi Govt. organizations/ Public Sector Undertakings and Filing of their Returns of Income Tax/GST for at least two institutions having annual budget over Rs.25.00 Cr. for the preceding 3 FYs i.e., 2019-20, 2018-19, 2017-18 in each case. (Also attach copy of work orders/completion certificate in each case as evidence)

8 Copy of Ownership of Office/Rent Agreement with Electricity Bill/Copy of Certificate of Incorporation from ICAI as proof to show that the Firm’s Head Office/Branch Office is situated in Delhi.

9 Details to be provided as per SUB-ANNEXURE A-4 to show the average gross professional fee received/earned by the firm in last three financial years (2017-18, 2018-19 and 2019-20).

We hereby confirm the acceptance of all provisions and terms & conditions of the invitation without any deviation.

Place:

Date:

Authorized Signatory

With Official Stamp
To,

The Director
National Book Trust, India
Ministry of HRD, Govt. of India
Nehru Bhawan, 5, Institutional Area, Phase-II
Vasant Kunj, Delhi-110070

Sir,

In response to the Bid for empanelment of CA firm for National Book Trust, India, I/ We hereby declare that presently our Chartered Accountant (CA) firm _________ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our CA firm _______________ is not blacklisted and not declared ineligible for reasons including corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, the empanelment if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures
Name
Seal of the CA Firm

Place
Date
<table>
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<tr>
<th>SL. NO</th>
<th>NAME OF THE MEMBER</th>
<th>DESIGNATION</th>
<th>MEMBERSHIP NO</th>
<th>FCA</th>
<th>ACA</th>
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<td>1</td>
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Furnish the copy of the documentary evidence in support of the information provided above.

Date:

Signature:

Name:

Designation:
(With Official Stamp)

Office seal:
## Details of CA Firm's Experience of Similar Services as per details of Bid Document

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the assignment</th>
<th>Date of Assignment</th>
<th>Name of the Organization</th>
<th>Annual Budget of the Audited Firm for preceding three financial years each</th>
<th>Nature of Assignments (Please specify the work involved as detailed in scope of work)</th>
<th>Details of Supporting Documents provided</th>
</tr>
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<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>2017-18: 2018-19: 2019-20:</td>
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Furnish the copy of the documentary evidence in support of the information provided above:

Please attach additional sheets, if required.

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**Signature:**
**Name:**
**Designation:**
(With Official Stamp)

**Date:**
OFFICE SEAL
Details of CA Firm's professional Income
(Gross professional Fees received/earned)

<table>
<thead>
<tr>
<th>Particular</th>
<th>Financial Year 2017-18</th>
<th>Financial Year 2018-19</th>
<th>Financial Year 2019-20</th>
<th>Average for the last three years</th>
</tr>
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<tbody>
<tr>
<td>Gross Professional fees received/ Earned</td>
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</tbody>
</table>

Furnish the copy of the Profit & Loss Account and Balance Sheet as documentary evidence in support of the information provided above:

Signature:
Name:
Designation:
(With Official Stamp)

Date:
OFFICE SEAL
Financial Bid in respect of Empanelment of C.A Firm for National Book Trust, India
(To be filled by bidder)

Name of Firm:
Address & Contact Detail:

A) The Chartered Accountant firm would be required to carry out the activities indicated below:

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<tr>
<th>S. No.</th>
<th>Particular</th>
<th>Rate</th>
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<tbody>
<tr>
<td>1.</td>
<td>Vetting of Annual Audit of Accounts &amp; Financial Statements of National Book Trust, India</td>
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<tr>
<td>2.</td>
<td>Filling of Annual Income Tax Return for NBT</td>
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<tr>
<td>3.</td>
<td>Filling of TDS Return salary and other than salary and TDS under GST Return</td>
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<tr>
<td>4.</td>
<td>Filling of monthly GST Return</td>
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<td>5.</td>
<td>Filling of Annual GST Return</td>
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<tr>
<td>6.</td>
<td>GST Annual Audit</td>
<td></td>
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<tr>
<td>7.</td>
<td>Issue of certificates (for 15C-A &amp; B) for foreign remittance by NBT</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Annual Audit &amp; certification of financial statement of special project (case to case basis)</td>
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<tr>
<td>9.</td>
<td>Tax Audit</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Appearance before Tax Authorities for and on behalf of NBT</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Registration under various statutes</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Any other fee (please specify)</td>
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</table>

B) Internal Audit of National Book Trust, India and Regional Office:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particular</th>
<th>Mode</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Internal Audit of HQ Main Office, National Book Trust, India</td>
<td>Quarter</td>
<td></td>
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<tr>
<td>2.</td>
<td>Inter Audit of National Book Trust, India NRO (Northern Regional Office), New Delhi</td>
<td>Half yearly</td>
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<tr>
<td>3.</td>
<td>Inter Audit of National Book Trust, India ERO (Eastern Regional Office, Kolkata)</td>
<td>Half yearly</td>
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<tr>
<td>4.</td>
<td>Inter Audit of National Book Trust, India SRO (South Regional Office, Bengaluru)</td>
<td>Half yearly</td>
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<td>5.</td>
<td>Inter Audit of National Book Trust, India WRO (Western Regional Office, Mumbai)</td>
<td>Half yearly</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Preparation of reply to C&amp;AG Audit Paras</td>
<td>Annual</td>
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</table>

Note:

a) GST paid extra as per prevailing rates prescribed in the ACT.

Signature:
Name:
Designation:
(With Official Stamp)

Date:
2. Evaluation criteria for Financial Bids:
   1.1 The bids should be unconditional. Conditional bids would be summarily rejected.
   1.2 Financial Bids shall be opened only after due scrutiny of Technical Bids in respect of the technically eligible Bidders only. (The Date & Time for opening of Financial Bids shall be intimated to the technically eligible Bidders later).
   1.3 Evaluations of bids shall be done on the basis of rates quoted in the price bid separately. (Expenses towards boarding/lodging and TA etc. shall not be considered while evaluating Technical/financial bid).
   1.4 If some discrepancies are found between the rates given in words and figures the rate as quoted in words shall be adopted.
   1.5 If any tie in price bids received from different bidders, then it shall be at the discretion of the Director (National Book Trust, India) to select the suitable bidder.
   1.6 Disputes, if any, shall be resolved by sole Arbitration nominated by the Chairman, National Book Trust, India

Detailed Terms & Conditions

1. The job is to be taken up as early as possible.
2. The empanelled firm appointed by National Book Trust, India must not sub-contract the work.
3. If process/ performance of the audit team are not found satisfactory, the management reserves the right to terminate the empanelment of the firm at any time.
4. Shifting of office file out of the office premise is not allowed without permission of NBT.
5. Payment Terms: No advance shall be payable under any circumstances and payment shall be remitted through RTGS as per the bank details mentioned on bill. TDS shall be deducted as per income Tax Act, 1961 and the relevant prevailing rules at the time of release of payment, only after the completion of job, subject to satisfactory performance.
6. If the work assigned by NBT does not completed within specified time limit as per the statutory provision, the empanelment may considered for cancellation.
7. If any penalty imposed on NBT due to delay in filing of statutory compliance, levy of penal interest shall be borne by the empaneled firm.

Signature:
Name:
Designation:
(With Official Stamp)

Date: