



**iHub Anubhuti-
IIITD Foundation**

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Tender Document for Appointment of Firm of Practicing Company Secretaries

(Tender no.: iHub-Anubhuti/2026-27/CS/01)

iHub Anubhuti-IIITD Foundation
IIIT-D, GB Pant Polytechnic Extension
Phase-III, Okhla, South Delhi
Delhi-110020
ceo@anubhuti.tech



Notice for Inviting Bid

IHub Anubhuti IIITD Foundation(IHUB ANUBHUTI) invites bids i.e. Technical Bid and Financial Bid from experienced and established CS firms who have rendered their similar kind of services for Central/State Government funded Autonomous Higher Educational Institutions (i.e., IITs, IIITs, NITs, IISER, IIMs, Central/State Universities or other higher educational institutions) and/or Central PSUs and/or Section 8 Companies and/or companies in similar nature for providing Company Secretaries Services

Bidders are requested to download the tender documents from the **IHub Anubhuti Official Website** <https://anubhuti.tech>. The bids have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested vendors are advised to submit Two separate sealed envelopes super scribing “Technical Bids ”and “Financial Bids ” to the IHub Anubhuti IIITD Foundation office. Both sealed envelopes should be kept in a Third envelope of bigger size duly sealed superscribed “**Bid for Appointment of Firm of Practicing Company Secretaries at iHub Anubhuti**” and send by post/courier/hand delivery so as to reach on or before the last date. The last date for submission and evaluation of the bids is as mentioned below:

Important Information and Dates

Sl. No	Description	Details
1	Purchaser	IHub Anubhuti IIITD Foundation
2	BID No / Tender Reference Number	iHub-Anubhuti/2026-27/CS/01
3	Bid information available at	www.anubhuti.tech
4	Bid Fees	NIL
5	Earnest Money Deposit EMD (in Rs.)	1500.00
6	Performance Security Deposit (in Rs.)	5% of contract value.
7	Services to be offered	As per scope of work
8	Date of Bid Publication	20 th June 2026
9	Last Date and Time for Submission of Bids	17:00 hrs on 13 th July 2026
10	Date and Time of opening of technical bid	14:00 hrs on 14 th July 2026
11	Date and time of opening of financial bid	17:00 hrs on 16 th July 2026
12	Address for bid submission	CEO, iHub Anubhuti-IIITD Foundation 4 th Floor, LHC, IIIT-Delhi, GB Pant Polytechnic Extension, Phase-III, Okhla, Delhi-110020 (10.00 AM to 5.00 PM) Monday to Friday E-mail: ceo@anubhuti.tech



The bidders must quote separate bids for Technical and Financial bids. Technical Bid shall be opened as per schedule. The IHub Anubhuti reserves right to reject any or all the bids without assigning any reasons thereof. The offers to submit shall contain the following.

Content of Bidding Documents

(A) List of Documents to be submitted along with Technical Bid

1. Profile of the bidder on the letter head as per **Annexure-I**.
2. Work orders & work completion certificate or Experience Certificate indicating the value of work for similar work done in last 3 years.
3. List of full-time partners of CS firm
4. List of main clients along with their address and telephone numbers, period of contract and nature of work done in last 3 years.
5. Documentary evidence of having office in Delhi/NCR.
6. Copy of registration of the firm / company along with Copy of GST and PAN.
7. Audited balance Sheet for last three years of CS Firm or self-certificate for turnover.
8. Copy of registration certification with Institute of Company Secretaries of India (latest)
9. Tender terms & conditions acceptance letter as per **Annexure-II**, along with certifying that the firm has not been Blacklisted or barred
10. Self-Certificate on no action has been taken against existing partners of CS firm for professional misconduct and no enquiry is pending for professional misconduct.
11. Proof of submission of EMD

(B) Financial Bid Details - As per Schedule

Price bid of the bidders, whose technical bid found in order shall be opened. The financial bids of the bidders, who have been found qualified by the bid conditions shall be opened. The IHub Anubhuti reserves all right regarding enhance or reduce the work and to cancel the entire bid or any part without assigning any reason thereof. Conditional Bids will not be accepted. Duly filled-in **Annexure-III** should be submitted in support of price bid under Financial Document.

Note:-

1. Conditional bids will not be accepted. The condition laid down by IHUB ANUBHUTI is final and binding on all bidders.
2. The quote should be in Indian Currency (INR).
3. IHUB ANUBHUTI reserves the right to accept or reject any or all bids either in part or in full without assigning any reasons thereof.
4. The proforma of Annexures in the Bidding document, wherever necessary, should be typed on the bidder's letterhead. Price Schedule should be submitted in the prescribed format given under the Financial Document of the Bid.
5. The bidders are requested to go through the instructions carefully and complete all formalities as required.



CEO(Interim), IHub Anubhuti IIITD Foundation



INSTRUCTIONS TO BIDDERS

1. Introduction

iHUB Anubhuti-IIITD Foundation (hereinafter referred to as “iHub Anubhuti”) is a Section-8 Not for Profit Company under National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS) established by Indraprastha Institute of Information Technology Delhi (IIIT-Delhi). It is a Technology Innovation Hub in the technology vertical “Cognitive Computing & Social Sensing” with a focus area on Healthcare, Education and Legal Information Systems.

iHUB Anubhuti-IIITD Foundation invites sealed proposals from Practicing Company Secretaries Firms for appointment for providing Company Secretaries Services at IHUB ANUBHUTI, Delhi in accordance with applicable provisions of the Law, rules made thereunder, and other applicable statutory regulations.

The objective of this tender is to appoint a competent CS firm to assist the organization in maintaining statutory compliance, corporate governance, and regulatory filings.

2. The Bidding Documents

• Content of Bidding Documents

The Bidding Documents include;

- (a) Instructions to Bidders;
- (b) Annexure-I: Pro-forma for profile of Bidder
- (c) Annexure-II: Tender terms & conditions Acceptance Letter
- (d) Annexure-III: Financial bid document

• The Bidder is expected to examine all instructions, forms, terms and the scope of the work in the Bidding Documents. Failure to furnish any information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

• Amendment of Bidding Documents:

➤ At any time prior to the deadline for submission of bids, the iHub may, for any reason, whether at their own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by amendment.

➤ In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bid, the Purchaser may, at their discretion, extend the deadline for the submission of bids.



3. Scope of Work

Part A: Brief Description of activities:

Sr. No.	Brief Description
1	i) To provide secretarial services to the company ii) To advise/assist in executing pending compliances as per Companies Act, 2013 of previous years and advise on best corporate governance practices and board process. iii) Preparing the Agenda of Board Meetings, Committee Meetings and General Meetings for the respective financial year in conformity with applicable Provisions of The Companies Act, 2013 and rules frame thereunder, and Secretarial Standards amended from time to time. iv) To arrange, call and conduct all Board Meetings, Committee Meetings and General Meetings for the respective financial year either through video conferencing or any other means prescribed under the Act. Physical presence of CS is required for board meetings. v) To prepare board minutes, board resolutions and CTC etc. vi) Preparing e-forms from time to time required to be submitted to ROC/MCA and to certify it wherever required for filing it with ROC/MCA. vii) Preparation/Updating of all Statutory Registers for the respective financial year or previous years as required by the company. viii) Conducting Secretarial Audit of the company, if applicable. ix) To advise on various day-to-day company law related issues and disclosures to be made by company to MCA under the Companies Act, 2013. x) To comply with C&AG queries relating to the Secretarial Division. xi) To comply constant updates and amendments made by the Ministry (MCA). xii) Visiting Registered office of the Company as and when required. xiii) Co-ordination with Government/related department on Company Law matters xiv) To finalize the closure of the company, all pending issues and legal hurdles must be addressed and resolved. This includes clearing liabilities, concluding legal obligations, and securing necessary approvals from regulatory bodies to prevent any delays or obstacles in the closure process. xv) All compliance related to Directors of the company xvi) Any work related to joining or removal of Directors of the company xvii) All other related Company Secretarial matters. xviii) Any ancillary work required to support this effort shall be included within the scope of deliverables.



Part B: Detailed scope of work:

1) Statutory Compliance and Corporate Records Management

- a. Maintenance and regular updating of statutory registers and records under the Companies Act, 2013.
- b. Filing of all forms, returns, and documents with the Ministry of Corporate Affairs (MCA)/Registrar of Companies (RoC), including certification of key forms like MGT-7, AOC-4, etc.
- c. Filing of resolutions, amendments, and statutory changes.
- d. Preparation and submission of necessary e-forms and certifications.
- e. Safe custody and digital backup of statutory records.

2) Meetings and Documentation Support

- a. Convening, conducting, and documenting:
 - b. Board Meetings
 - c. Committee Meetings (Audit, Nomination & Remuneration, CSR, etc.)
 - d. Annual General Meetings (AGM) / Extraordinary General Meetings (EGM)

3) Drafting and circulation of notices, agendas, minutes, and resolutions

4) Maintenance of minutes books and attendance registers.

5) Corporate Governance and Compliance

- a. Advising on and ensuring adherence to corporate governance norms applicable to government companies, including DPE Guidelines.
- b. Monitoring compliance of independent directors' requirements, disclosures, and code of conduct.
- c. Implementation and documentation of Board evaluation processes and corporate policy compliance.
- d. Regular updates on MCA notifications, government circulars, and regulatory amendments.

6) Legal and Regulatory Advisory Services

Providing legal and compliance advisory under:

- a. Companies Act, 2013, SEBI Regulations (if applicable)
- b. FEMA, RBI, IBC, and other applicable laws
- c. Interpreting relevant government communications and ensuring compliance.
- d. Addressing day-to-day legal and secretarial matters.

7) Drafting and Vetting of Legal Documents

- a. Drafting and vetting of MOA, AOA amendments, shareholder agreements, declarations, resolutions, and other legal documentation.

8) Corporate Secretarial Administration

- a. Managing DIN and DSC for Directors.
- b. Assisting in the appointment/resignation of Directors, KMPs, Auditors.
- c. Tracking and reporting of compliance status.
- d. Handling C&AG audit queries related to secretarial matters.
- e. Regular visits to the Registered Office as required.
- f. Coordination with the related departments on Company Law matters.

9) Secretarial Audit and Annual Certification

- a. Conducting secretarial audit as per applicable regulations.



- b. Annual return filing and certifications for regulatory and government reporting.
- 10) **Winding-Up and Closure Activities for Government Companies**
- a. **Pre-Winding-Up Preparations**
- b. Reviewing compliance gaps and ensuring statutory filings are up to date.
- c. Advising on appropriate mode of winding up (Voluntary, Strike-off under Section 248, or Tribunal-based).
- d. Preparing necessary Board and shareholder resolutions.
- 11) **Legal Process and Regulatory Filings**
- a. Drafting and filing of petitions for winding up (including STK-2, special resolutions, solvency declarations, etc.).
- b. Coordinating with Official Liquidator (OL), NCLT, and RoC as applicable.
- 12) **Liaison and Representation**
- a. Liaisoning with regulatory and statutory authorities such as:
- i. MCA, RoC, Official Liquidator, NCLT, Income Tax, GST, PF, ESI departments
- b. Representation before regulatory bodies as required.
- 13) **Compliance Closure and Documentation**
- a. Closure of statutory registers and handover/disposal of corporate records.
- b. Settlement of all liabilities to government departments, vendors, and employees.
- c. Preparation of final accounts, statement of affairs, and supporting documents.
- 14) **Post-Winding-Up Formalities**
- a. Filing of final returns, affidavits, indemnities, and declarations.
- b. Notification to creditors/stakeholders and confirmation of strike-off from MCA records.
- 15) **Support During Transition**
- a. Conduct of relevant Board/Shareholder meetings during winding-up.
- b. Drafting related notices, resolutions, and minutes.
- c. Compliance with DPE and government directives throughout the winding-up process.
- 16) **Ancillary and Miscellaneous Services**
- a. Any ancillary services required to fulfill the scope mentioned above.
- 17) The consultant shall attend meetings, submit documents, and respond to queries on behalf of the organization. No additional professional fees, visit charges, or consultation charges shall be payable for such visits. All such visits shall be considered part of the scope of work under this contract
- 18) Actual statutory fees payable to Government authorities, if any, will be reimbursed upon submission of supporting documents.
- 19) These tasks may include matters relating to previous years'
- 20) Any other work as decided by the management



PART C: DELIVERABLES:

- To suggest compliance of the Company Action having various issues and business conducted and the activities of Company.
- Filing of various Forms & Returns
- All other incidental matters related to company secretarial work under the Companies Act, 2013

PART D: OTHER TERMS & CONDITIONS:

A. Payment of the Fees:

Payment of professional fees shall be made on a monthly basis. Applicable Goods & Services Tax will be admissible as per applicable rate from time to time.

B. Obligation to the Firm:

The CS firm cannot Assign/ outsource/sublet the work entrusted or sub- contract in any manner whatsoever, or any portion to other CS firm. The deputed CS must be as a partner or an employee of the firm only.

PART E: CONFIDENTIALITY:

A. The appointed firm, their personnel, partners or employees, shall not disclose any proprietary or confidential information relating to any of the project(s) / scheme(s) / initiative(s) services / contracts or the iHub Anubhuti's operations without prior written consent of the management of iHub Anubhuti's.

B. The appointed firm has to undertake that all the knowledge and information not within the public domain, which may be acquired during the execution of the assignment(s), shall be, for all time and for all purposes, regarded as strictly confidential and held in confidence, and shall not be directly disclosed to any person whatsoever, except with the prior written permission of iHub Anubhuti's, the appointing authority.

Eligible Criteria for Bidders:

Sr. No.	Qualification Criteria	Specific Requirement	Documents Required
1.	Financial Strength	The bidder must have income of Rs. 10 Lakh or more within last 3 years from consultancy of Company Secretarial services and other services under the Companies Act, 2013.	Submit CA Certificate along with IT return and Financial Statements including Balance Sheet, Profit & Loss Accounts duly Certified by an Independent Chartered Accountant.
2.	Experience	The bidder's firm should have been registered with ICSI for a period of at least 3 years as on the last date of bid submission.	Submit Certificate of Registration/ Approval Letter with ICSI.
3.	Peer Review	The bidder's firm should have valid Peer Review Certificate thorough this assignment.	Submit Certificate of Peer Review with ICSI.



4.	Human Resources with firm	The firm must have minimum one Company Secretary as partner of the Firm.	Submit Firm Card / Partnership Deed indicating two Company Secretaries in the Firm.
5.	Assignment undertaken	The firm must be providing company secretarial services under the Companies Act, 2013 to at least three (3)) companies of similar nature	Submit Copy of three Work orders as stated
6.	Office/ Branch office	The firm must have its registered office/Branch Office in Delhi/NCR	Submit Any latest valid Address Proof
7.	GST – Pan Card	The firm must have valid GST Number and PAN.	Submit GST Certificate and self-attested pan card.
9.	Disqualification	The Firm or Partner should not have been blacklisted or undergoing criminal proceedings by Central /State Government Department / Public Sector Undertaking /Govt. owned Society/ Trust /Board /Corporation etc. for any work executed in the past. Also Partner or firm should not be undergoing any disciplinary action by any statutory Authority.	Submit a self- declaration as per draft enclosed as Annexure–5.
10.	Other details	Name of Firm: Registered Office Address: Email Id and Contact Number: Registration Date of the Firm: Pan & GST No of Firm: Total Experience in Years:	Submit self-declaration on letterhead mentioning these details.

4. **Payment and Price Validity:**

The price quoted by the firm shall remain unchanged during the contract period. The Fees should be quoted including TA/DA etc.

5. **Period of Engagement:**

A) The engagement shall be for a period of one Year from date of issue of letter for work contract.

B) The engagement tenure may be extended further up to 3 years after satisfactory completion on same terms and conditions, with the mutual consent of both the parties.

C) In case of non-performance, the engagement may be terminated by giving one month's notice without giving reasons. The decision of iHub Management shall be final and binding.

6. **Payment Terms:**

Quoted fee will be paid on monthly basis.

The fee should be quoted for the entire job mentioned in scope of Work on monthly basis, including all expenses, tax & duties but excluding GST.



7. Termination of Agreement:

The contract can be terminated by IHub Anubhuti at any time prior to its completion on a notice of 30 days. The firm should furnish details of all work done, pending work, all documents etc., on termination.

8. General Terms and Conditions:

- i. The firm shall deploy required manpower to meet the deadlines.
- ii. The work has to be done in the premises of the IHub Anubhuti unless otherwise permitted by the IHub Anubhuti.
- iii. Loss to the IHub Anubhuti due to the act of deployed person shall be the responsibility of the C.S. Firm.
- iv. The firm shall not assign, transfer or sub-contract all or any of the work to any third party. Also, The IHub Anubhuti information shall not be shared with any other organizations/ persons.
- v. The rates quoted shall remain valid during tenure of the contract, if the contract is renewed.
- vi. The earnest money deposit will be forfeited if successful bidder fails to sign the contract within the stipulated time i.e., fifteen (15) days from the issue of the work order. No interest in Earnest Money shall be paid by the IHub Anubhuti.
- vii. The earnest money of the accepted bidder will be adjusted against performance Security (5% of awarded value of work, any difference in such value bidder should deposit the difference of amount within one week) after signing the Contract, and the same will be released after 60 days after successful completion of entire work. No interest on the performance security shall be paid by the IHub Anubhuti.
- viii. The decision of the IHub Anubhuti about acceptance or otherwise of the bids will be final and binding.
- ix. It is compulsory for all bidders accepts all the Terms and Conditions mentioned in tender documents and a certificate to this effect should necessarily be enclosed with the Technical Bid.
- x. Upon verification/evaluation/assessment, if any information furnished by the firm is found to be false/incorrect their bid shall be summarily rejected and no correspondence on the same shall be entertained and security deposit shall be forfeited.
- xi. If the selected firm cannot fulfill its obligations under the contract/work order, which includes non-completion of the work, the IHub Anubhuti reserves the right to get the work accomplished through another Firm. Any costs, damages etc. resulting from the same shall have to be borne by the selected firm, which can be recovered from their bills and remaining by sending a claim.
- xii. The IHub Anubhuti reserves the right not to accept the qualified tender without stating any reasons and in such case no bidder/intending bidder shall have any claim arising out



of such action. Furthermore, iHub Anubhuti may cancel tender in whole or in part without assigning any reasons.

xiii.

xiv. Conditional Bids will be summarily rejected.

xv. EMD for tender is Rs 1,500/-.

Bank details for submission of EMD through NEFT/RTGS/Online banking is given below:

Name : IHub Anubhuti IIITD Foundation
A/c No. : 121412010000008
IFSC : UBIN0812145
Branch : Union Bank of India, Kalka Ji, Delhi 1214

xvi. Taxes: All taxes, manpower cost and other miscellaneous charges have been included in the quoted rate.

xvii. Place of work: IHub Anubhuti IIITD Foundation, Delhi

xviii. Bid document: The vendor should read the Bid documents carefully before quoting. It shall be deemed that the vendor has gone through the documents carefully and has understood its implication.

xix. The Bid, submitted by the Bidder who have already been declared as Black Listed or whose contract was terminated for dissatisfactory supply or who was unable to supply any Institute/Organization run by the State / Central Government / PSU / Corporate Sectors will not be considered even his being the lowest rate.

xx. Disputes: In the event of any dispute or disagreement arising between the service provider and IHUB ANUBHUTI with regard to the interpretation of "Terms & Conditions" stipulated herein or in the contract done, the same shall be referred to the CEO, Ihub Anubhuti IIITD Foundation, whose decision will be final and binding upon the service provider.

xxi. Penalty: If the performance of the selected agency is not found satisfactory or any part of the services provided is not found satisfactory, the Ihub Anubhuti reserves the right to impose penalty on the agency to the quantum as decided by the Competent Authority of the Ihub Anubhuti . The amount of penalty shall be recovered from the performance security of the agency or from the bills of the agency or both.

xxii. Tax Deduction: The Income Tax/TDS and other statutory deductions, as applicable will be deducted from the payment. Tax deduction certificate will be issued to the Service Provider by IHUB ANUBHUTI.

Preparation of Bids

i. Bid Form

The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the Bidding Documents, indicating for the service to be supplied



ii. Documents establishing Bidder's Eligibility and Qualifications

- The Bidder shall furnish, as part of its bid, documents establishing the bidder's eligibility to bid and its qualifications to perform the Contract if its bid is accepted.
- The acceptance of the documentary evidence of the Bidder's qualifications to perform the Contract shall be at the discretion of Buyer.

iii. Period of Validity of Bids

- Bids shall remain valid for 90 days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

iv. Submission of Bids

The detailed technical specification of the requirement is enclosed in Bid document, Offer should be of two parts Viz., **"TECHNICAL BID"** and **"FINANCIAL BID"**.

v. Evaluation and Comparison of Bids

- The Purchaser will evaluate and compare the bids previously determined to be substantially responsive.
- The overall L1 bidder shall be considered for award of Contract.
- In case of multiple bidders quoting the same L1 rates, the tie breaker will be based on the following criteria in the order of preference:
 - i. Annual Turnover for the last three years
 - ii. Number of same/similar of work undertaken in the last three years.

vi. Risk and Cost

The selected firm has to undertake the work as per the schedule decided by IHUB ANUBHUTI. In case of a delay or failure on part of the selected firm to meet the desired schedule / emergency, CEO, IHUB ANUBHUTI is fully authorised to assign the same to another firm at the risk and cost of the selected firm.

vii. Jurisdiction of Court:

The contract awarded, as a result of this bid, is governed by the laws of Government of India and shall be subject to the exclusive jurisdiction of the courts in Delhi.

viii. Arbitration:

Any dispute/difference arising out of or relating to the contract including interpretation of its terms will be resolved through joint discussions of the concerned parties. However, if disputes are not resolved by joint discussions, then the matter will be referred to arbitration by Sole Arbitrator as per the provisions of the Arbitration and Conciliation Act, 1996.



Annexure-I
PROFILE OF THE BIDDER

1. Name of the Firm
2. Address (with Tel No. & e-mail)
3. Name of the owners / partners / director of the firm / company / corporation along with his contact mobile no. and email:
4. SPOC Name and mobile number
5. (a) Year of establishment of Firm
6. (a) Registration number with ICSI
- (b) GST Number, PAN
7. Confirm the following Attachment:-

Sr. No.	Document	Whether attached	Page No.
1.	Have you attached work orders & work completion certificate or Experience Certificates of carrying out the similar accounting & consultancy work for Central Government funded Autonomous Higher Educational Institutions (i.e., IITs, NITs, IISER, IIMs, Central Universities or other higher educational institutions) and/or Central PSUs / Section-8 Companies/Similar for providing similar services during last (3) three years.	Yes/No	
2.	Have you attached list of main clients of the firms along- with their address and telephone numbers and nature of work done in last 3 years.	Yes/No	
3.	Whether copy of Goods and Services Tax (GST) and PAN Certificate is attached	Yes/No	
4.	Have you attached registration certification with ICSI (latest)	Yes/No	
5.	Have you attached a tender acceptance letter as per Annexure-III, along with certifying that the firm has not been Blacklisted or barred	Yes/No	
6.	Audited balance Sheet for last three years of CS Firm or self certificate for turnover	Yes/No	
7.	Have you attached proof of submission of Tender Fee	Yes/No	

I/We hereby certify that the information furnished above are full and correct to the best of our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the company/firm will be black-listed and will not have any dealing with the organization in future. I/We undertake that non-submission of any of the document mentioned above may lead to rejection of bid of my/our firm.

Signature of Authorized person with seal of firm



ANNEXURE-II
TENDER TERMS & CONDITIONS ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No: _____

Dear Sir,

I/We have downloaded/obtained the tender documents(s) for the above mentioned 'Tender/Work' from the iHub Anubhuti website(s) namely:

as per your advertisement, given in the above-mentioned Portal / website(s).

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. to..... (including all documents like annexure(s), schedule(s), corrigendum etc.), which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.

The corrigendum(s) issued from time to time by your department/organization has also been taken into consideration, while submitting this acceptance letter.

I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum(s) in its totality/entirety.

I/We do hereby declare that our firm has not been blacklisted or debarred by any of Autonomous Body/PSU/Institute of Higher Education/Govt. Body or by any court of law. Further, no action has been taken against our firm/ its existing partners for professional misconduct by the Institute of Chartered Accountants of India and no enquiry pending for professional misconduct.

I/We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/false, then your department/organization shall, without giving any notice or reason thereof summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit.

Yours faithfully, (Signature of the Bidder, with Official Seal)



Annexure-III
FINANCIAL BID DOCUMENT

(Amount in Rs.)

S r. N o.	Description	Monthly fees for entire scope of work (all inclusive)
1	Services as per Scope of Work	
	GST @%	
Total		
Total Amount in words:		



Note: - Further if any Bid queries please contact the following IHUB ANUBHUTI officials:

Sl. No.	Name of the Official	E-mail ID
01.	Rajeev Goel	<u>ceo@anubhuti.tech</u>

IHUB ANUBHUTI reserves the right to accept or reject any or all bidders either in part or in full without assigning any reasons thereof.

