



**MAHARANA PRATAP HORTICULTURAL UNIVERSITY,
KARNAL**

**Store & Purchase Officer
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STANDARD BIDDING DOCUMENT:- Hiring the services of one FCA for e-filing of Income Tax & GST Returns of MHU for a period of 3 years on job contract basis

PART 1: COMPLETE BIDDING DOCUMENT

NAME OF WORK: - Hiring the services of one FCA for e-filing of Income Tax & GST Returns of MHU for a period of 3 years on job contract basis

DNIT Amount: Rs. 03.00 Lakh (Rs. 01.00 lakh per annum)

Store & Purchase Officer
Maharana Pratap Horticultural University, Karnal
(Established by Act No. 32 of 2016)

E-TENDER NOTICE

The Bids/tenders are invited from the eligible bidders through online bids in the website:
etenders.hry.nic.in for the work detailed in the table.

Sr . No.	Description of Job Work	Appr. Esti. cost Rs. (Lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e- Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Time of opening T/Fin. bids
1.	Hiring the services of one FCA for e-filing of Income Tax & GST Returns of MHU for a period of 3 years on job contract basis	03.00	10000/-	Tender document fee & e-Service Fee Rs. 1000/- & processing fee Rs. 1180/-	08.04.2021 9.00 A.M.	28.04.2021 17.00 P.M.	28.04.2021 17.00 P.M.	T/Bid 29.04.2021 at 11:00 am. F/Bid 29.04.2021 at 12:00 noon.

- (i) Cost of Bid document (to be paid Online) is above mentioned (non refundable) for bid to be deposited through **Debit Cards & Internet Banking Accounts**.
- (ii) The further details and e-tendering schedule visit etenders.hry.nic.in & University Website <https://mhu.ac.in>
- (iii) E-Service fee Rs. 1180/- is required to be filled/provided at the time of online bid preparation stage.

Store & Purchase Office
MHU, Karnal

PART 1: COMPLETE BIDDING DOCUMENT

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Schedule of requirement

PROFORMA-A

FOR TECHNICAL BID

1. Name of firm (FCA) :
2. Address of the Firm (FCA) :
3. (a) Firm Registration No.
with ICAI or ICWAI
(Copy added) :
- (b) Empanelment No. & Date
with CAG (Copy of Proof added) :
4. Date of Registration :
- (copy added)
5. TAN (Copy added) :
6. PAN (Copy added) :
7. Experience details (Atleast 10 years out of which minimum three year experience of Universities/Govt. Organizations/Institutions and Companies) (Certificate added).

From	To	Period		Name of Organization/Institution
		Year	Month	
Total experience				

8. Experience certificate in regard to satisfactory completed work/job (copy added).
9. Annual average turnover for three preceding F/Y years (Rupees in lakhs)
..... (copy added)
(Annual Average turnover not less than rupees fifty lakh) (Rs.)

2017-18
2018-19
2019-20
10. Income Tax Returns filed in previous three F/Y years (copy added).

Financial Years	
2017-18
2018-19
2019-20

11. Number of Associated CA/regular employees of the Firm (Minimum 10 CA/ employees including one Associate as GST Consultant)

(Added proof of salary deposited in their bank account in Dec./Jan, 2020/21)

12. Balance Sheet for the last three financial years (copy added)

Financial year

2017-18

2018-19

2019-20

13. Earnest Money (Rs. 10000.00) to be deposited online

It is certified that the above particulars are correct to the best of my knowledge and based on the record of the firm.

Date :

Signature :

Place :

Name :

Complete Address:

.....

.....

Mobile No.

UNDERTAKING

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm M/s _____ have abandoned any work Govt. of India/or any State or Govt. undertakings nor any contract awarded to us for such works have been **rescinded/terminated** on account of our default, during last five years prior to the date of this bid. It is also certified that over firm was not blacklisted in the last five years by any of the Government Department or Government Undertaking.

OR

The following works have been abandoned/rescinded on account of our default during the last five years prior to the date of this bid.

- a.
- b.
- c.
3. The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the Department to verify this statement or regarding my (our) competence and general reputation.
4. The undersigned understand and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Department/ Project implementing agency.

(Signed by an Authorized Officer of the Firm)

(Title of Officer)

(Name of Firm)

DATE

NOTICE

The MHU, Karnal including its five Regional Research Stations, having total annual budget of Rs. 85 crore (approximate) which may vary from time to time and presently working number of staff 50 (approx.) likely to be increased in future, intends for hiring the services of Karnal/Hisar based, FCA for three years. E-Tenders are invited as per detailed terms & conditions mentioned below:

Sr. No.	Details of services/works to be hired/ Scope of work as per rules
1	Filling of monthly GST Returns
2	Filling of annual GST/ Audit Returns
3	Filling of monthly GST (TDS) Returns
4	Preparation of Form-16 for Income Tax (TDS)
5	Preparation of Form-16-A for Income Tax (TDS)
6	Filling of quarterly Income-Tax (TDS) Returns (Form - 24Q)
7	Filling of quarterly Income-Tax (TDS) Returns (Form - 26Q)
8	Filling of revised Income Tax returns (if needed)
9	Filling of revised GST/GST (TDS) returns (if needed)
10	Filling of Appeals before Appellate Authority (if needed)
11	Attending the notice of Income Tax/ Goods Service Tax Departments on behalf of the University
12	Rendering advice relating to Income Tax/ Goods Service Tax matter etc.
13	Preparation of Annual Balance Sheet of MHU including receipt and payment account of the university on accrual basis

Terms and Conditions:

1. The University will have right to hire all above mentioned services OR any of the above service on need basis.
2. FCA will be responsible for issuance of Form-16 to all University employees, timely filing of GST Returns, GST TDS Returns, Income Tax TDS Returns and Income Tax Returns (Monthly/ Quarterly/Half yearly/Annual) as per rule.
3. The firm must have registered with the ICAI or ICWAI and empanelled with Comptroller and Auditor General of India (C&AG).
4. The firm must have at least an experience of 10 years from the establishment or registration of the firm out of which at least three years' experience of working with Universities/Govt. Organizations/Institutions and Companies.
5. The firm must have average annual turnover Rs. of 50 lakh during preceding three years.
6. The firm must have at least 10 CA/regular employees including one Associate as GST Consultant.
7. The firm should not be debarred from ICAI or RBI or any other statutory body for any misconduct in the last five years.
8. The firm will have to collect data/information, at least twice in a month from the University for filing of Returns in time.
9. Incomplete quotation will be liable for summarily rejection.
10. The contract can be further extended on the basis of satisfactory work/performance as per requirement of the university.
11. One hard copy of Farm-16 set, copy of filing of Returns of GST and Income Tax along with bill will be provided as per the standards prescribed by Govt. of India by the FCA to

the University for record. However, printing/ photo copy charges on this account will be paid by the university.

12. Selected FCA will have to give an Undertaking that he will maintain confidentiality and determination about the University's information & data and will perform the duties faithfully.
13. Earnest Money: Bids must be accompanied by Earnest Money Deposit for an amount of Rs. 10,000/- through online bids system. Tender received without EMD shall be summarily rejected. The said amount of successful bidders will be retained as Security Deposit. The Security Deposit (without any interest) shall be refundable after successful completion of the contract period.
14. Payment will be made after completion of individual service/work on quarterly bill basis.
15. Income Tax (TDS) will be deducted from the bill/bills at sources as applicable from time to time
16. University will not pay any other charges like munsiana, typing etc. or any other out of pocket expenses However, Departmental Fee/ Charges, (if any) will be paid by the University.
17. The right of acceptance of the tenders/ other bids will rest with the Vice-Chancellor of the University and it is not binding for Maharana Pratap Horticultural University, Karnal to accept the lowest tender. However, the University reserves the rights to reject any or all the bids/quotations without assigning any reason.
18. Bids should be un-conditional. The conditional bids shall be summarily rejected.
19. The Bidder shall not modify the financial bid format in any manner. If financial bid submitted in any other format will be rated as non-responsive and not considered.
20. EMD shall be forfeited at the sole discretion of MHU in case tenderer after intimation from MHU of the acceptance of his tender, either wholly or in part, refuses to accept the Work order/ or changes any of the conditions of the tender or changes the price/ or terms and conditions of the tender within validity period.
21. The concerned FCA to whom work is allotted will be required to submit an Agreement on non-judicial stamp paper of Rs. 100/- bearing terms and conditions of the contract within 21 days of the intimation of the acceptance of the allotment of contract, failing which bid will be rejected and EMD will be forfeited.
22. If the firm submits the Technical Bid/Financial Bid after the stipulated time, their bid is liable to be rejected.
23. If any of the information/documents furnished by the firm is found to be incorrect, the offer will automatically stand cancelled without entertaining any further correspondence.
24. In case, work is not found satisfactory and breach of any of the terms and conditions of the contract, the contract shall be liable to be cancelled without notice.
25. The Agreement can be terminated either by University or by FCA giving at least three months' notice.
26. In additions to the above essential requirement, the following documentary evidence be submitted with technical bids for selection process:-
 - i. Empanelment with Comptroller and Auditor General of India (C&AG).
 - ii. Number of Audit staff on roll of the firm.
 - iii. Copy of Annual Turnover of the Chartered Accountant firm for the last three financial years, copy of Balance Sheet and Profit & Loss account of last three years and copy of the IT Return filed in previous three assessment years.
 - iv. Copy of Experience Certificate in regard to satisfactory completed work/job.
 - v. Copy of Firm Registration No. with ICAI or ICWAI, PAN and TAN.

DETAIL NOTICE INVITING E-TENDER

E-tender is invited for hiring of below mentioned services items in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr. No.	Description of work / Items	EMD to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of EMD Submission	Expiry Date & Time of Bid Preparation & Submission
1.	Hiring the services of one FCA for e-filing of Income Tax	10000/-	E-Service Fee Rs. 1000/- & processing fee Rs. 1180/-	08.04.2021 9.00 A.M.	28.04.2021 17.00 P.M.	28.04.2021 17.00 P.M.

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.
- Intending bidders will be mandatorily required to online sign-up (create user account) on the website etenders.hry.nic.in to be eligible to participate in the e-Tender. He/She will be required to make online payment **Rs. 10,000/-** towards EMD fee as mentioned above in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his / her bids for the respective event / Tenders.
- The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. on or before (closing date of e-tender); and make payment via RTGS /NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at etenders.hry.nic.in

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Nonrefundable) of (Rupee One Thousand one hundred eighty Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1		Tender Document Download and Bid Preparation/Submission	08.04.2021 09:00 A.M.	28.04.2021 17:00 P.M.
2	Technical Bid Opening		29.04.2021 11:00 A.M.	
3	Financial Bid Opening		29.03.2021 12:00 Noon.	

Important Note:

- 1) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as 'Applications / bids not submitted'.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee, e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.

The TECHNICAL BID should contain the following:

- (i) E-tender documents duly completed and signed but WITHOUT INDICATING THE RATE QUOTED
- (ii) The technical details as per proforma (A).
- (iii) Details of Earnest Money submitted on line.
- (iv) Details of providing similar services alongwith copies of supply orders.
- (v) Latest income tax clearance certificate /copy of PAN card/TIN/GST/SGST
- (vi) Latest GST clearance certificate.
- (vii) Compulsory requirements for tendering:

- (viii) Representative of the participating firm may visit the Comptroller Office of MHU, Karnal before quoting the bid (if required).
- (ix) The firm should provide the previous work orders received by the firm for taking up of similar kind of work along with the tender document.
- (x) Full name and status of the person signing the tender documents must be clearly mentioned in the Tenders.

The bids shall be submitted online in two separate envelopes:

Envelope 1: Technical Bid

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

Envelope 2: Commercial/Financial Bid

The bidders shall quote the prices in price bid format under Commercial Bid.

Details of rates, taxes, duties, discounts, if any, quoted by the bidder, should be submitted.

For Indian manufacturer rates should be at F.O.R. destination

For foreign supplier rates should be at FOB.

Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. **Registration of bidders on e-Procurement Portal:-**

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e - Procurement Portal i.e. etenders.hry.nic.in Please visit the website for more details.

2. **Obtaining a Digital Certificate:**

- 2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- 2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.
- 2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.
- 2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.
- 2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).
- 2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- 2.7 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
- 2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3 **Pre-requisites for online bidding:**

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from can be downloaded from the home page of the website – <https://etenders.hry.nic.in> The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

4 **Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://etenders.hry.nic.in>

5 **Download of Tender Documents:**

The tender documents can be downloaded free of cost from the e-Procurement portal [https:// etenders.hry.nic.in](https://etenders.hry.nic.in)

6 **Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

7 **Online Payment of Tender Document Fee, eService fee , EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):**

- i) **Online Payment of Tender Document Fee + e-Service fee:**
The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT. The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.
- ii) **PREPARATION & SUBMISSION Of online APPLICATIONS/BIDS:**
Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online.
Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope: The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope a)

8. **ASSISTANCE TO THE BIDDERS:-**

For any type of query may be contacted on mobile no. 70159-98919

NOTE:- Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal [https:// etenders.hry.nic.in](https://etenders.hry.nic.in)

For help manual please refer to the 'Home Page' of the e-Procurement website at [https:// etenders.hry.nic.in](https://etenders.hry.nic.in), and click on the available link 'How to...?' to download the file.

Guideline for Online Payments in e-tendering

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- A. Debit Card
 - B. Net Banking
 - C. RTGS/NEFT
- Operative Procedures for Bidder Payments

A) Debit Card

The procedure for paying through Debit Card will be as follows.

- (i) Bidder selects Debit Card option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- (iii) Bidder clicks on "Continue" button.
- (iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- (v) Bidder enters card credentials and confirms payment.
- (vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- (vii) The page is automatically routed back to e-Procurement portal.
- (viii) The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- (ix) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B) Net Banking

The procedure for paying through Net Banking will be as follows.

- (i) Bidder selects Net Banking option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid by bidder.
- (iii) Bidder clicks on "Continue" button.
- (iv) The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks
- (v) Bidder chooses his / her Bank.
- (vi) The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank.
- (vii) Bidder enters his account credentials and confirms payment.
- (viii) The Bank verifies the credentials and confirms with "successful" or "failure" message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- (ix) The page is automatically routed back to e-Procurement portal.
- (x) The status of the payment is displayed as "successful" in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

C) RTGS/ NEFT

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

- I. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.
- ii. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment.
- iii. Each challan shall therefore include the following details that will be pre-populated:
 - Beneficiary account no: (unique alphanumeric code for e-tendering)
 - Beneficiary IFSC Code:
 - Amount:
 - Beneficiary bank branch:
 - Beneficiary name:
- iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.
- v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.
- vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

Account Number: 39132767389

Type of Account: SBCHQ-DBT-GOVT AGENCY A/C

Name: NODEL OFFICER: DIRECTOR OF RESEARCH/REGISTRAR/EO cum HE

Address of Customer: COMPTROLLER OFFICE, MHU, Karnal

Sr. no.	Scenario	Do's / Don'ts
1	<p data-bbox="316 1070 576 1160">In the event of making Payment through NEFT/RTGS</p>	<p data-bbox="608 331 660 360">Do's</p> <ul data-bbox="608 360 1437 972" style="list-style-type: none"> • It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are: <ol data-bbox="608 421 1437 636" style="list-style-type: none"> 1) Beneficiary account no: <client code> + <random number> 2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders) 3) Amount: As mentioned on the challan. It is specific for every tender/transaction 4) Beneficiary bank branch: ICICI Bank Ltd, CMS 5) Beneficiary name: As per the challan • For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD • It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parties are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender • Bidder has to make only single payment against a challan as per the amount mentioned on the challan. • Bidder must do the payment before tender validity gets expired. <p data-bbox="608 1128 687 1158">Don'ts</p> <ul data-bbox="608 1189 1437 1890" style="list-style-type: none"> • Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise: <ol data-bbox="608 1249 1437 1554" style="list-style-type: none"> 1) Incorrect IFSC code mentioned:- Transaction would be rejected and the amount would be refunded back in to the bidders account 2) Incorrect Beneficiary account number mentioned (<client code> + <random number>):- <ol data-bbox="608 1375 1437 1435" style="list-style-type: none"> a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted. 3) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account. In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate. • Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination. • Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder. • Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder