

DM/FN/COR-OF/085

Date: 17.03.2020

LETTER OF ACCEPTANCE

To
M/s KPMG
Building No-10, 4th Floor, Tower C,
DLF Cyber City Phase-2,
Gurugram-122002 (India).
Ph no.-+911243369461.
Email: aaul@kpmg.com.

(Kind Attention – Mr. Ashish Aul, Co-Head ,GRCS)

Sub: DM/FN/COR-OF/085- “Preparation of Accounts Manual and Internal Financial Control Manual” – Letter of Acceptance (LOA).

- Ref: -i) RFP No.DM/FN/COR-OF/085 dated 12.03.2020.
ii) Pre-Bid Reply dated 24.02.2020
iii) Addendum No 1 dated 26.02.2020
iv) Addendum No 2 dated 26.02.2020
v) Addendum No 3 dated 05.03.2020
vi) Your bid opened (Technical and Financial) on 06.03.2020.

With reference to the above, this is to inform that the bid for the subject work i.e. **DM/FN/COR-OF/085- Preparation of Accounts Manual and Internal Financial Control Manual** has been accepted by National Capital Region Transport Corporation Ltd (hereinafter termed as “Employer”) at total contract value of **Rs. 27,75,000/- (Rupees Twenty Seven lacs Seventy five thousand only)**, hereinafter termed as “Contract value”, **inclusive of all taxes, duties, royalties, cess, levies etc. excluding GST.**

The scope of work accepted rates and terms/conditions applicable to this LOA are as under:

1.0 Scope of Work

In terms of **ITA (Instructions to Applicants)**, Section-2 of the bid documents, the scope of work covered under this LOA shall be stipulated in ITA clause 2.1.4 of the bid documents (read with amendments referred above), uploaded on e-bidding portal, considered by the Consultant in the submission of their bid. The work shall be carried out as per the above scope of work.

2.0 Accepted Rates/Cost and Payment Schedule

The accepted rates for various items of work covered under this LOA are stipulated in the Bill of Quantities with payment schedule enclosed at Annexure-A to this LOA. The Accepted rates shall inclusive of all costs associated for performing the entire scope of work, all duties, taxes, royalties,



DM/FN/085
17/03/2020

Registered & Corporate Office:

7/6, सिरि फोर्ट इंस्टीट्यूशनल एरिया, अगस्त क्रांति मार्ग, नई दिल्ली 110049

7/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi 110049

Bid No. **DM/FN/COR-OF/085** (Page 1 of 3)

CIN: U60200DL2013GOI256716

P: +91 11 41066943 F: +91 11 41066953

M: contactus@ncrtc.in

cess and other levies payable by the Bidder under the Contract, or for any other cause (including standard specifications), as on the date 28 days prior to the deadline for submission of bids except Goods and Services Tax (GST). GST will be paid extra as applicable on the submission of GST invoices for first RA bill. The subsequent RA bill shall be raised for payment upon submission of documentary evidence towards payment of GST collected on the previous bill to the GST Authorities. However, if subsequent bills are raised before return submission date of previous bill period, the documentary evidence towards payment of GST shall be provided within 7 days from the due date of such return filing. The Final bill/single bill payment shall be released on the undertaking by the consultant for providing evidence within 7 days from the due date of such return filing for final bill based on GST provision for due dates.

3.0 Completion Period

In terms of **Schedule – 1 (TOR) Clause -7** of the bid documents, the entire work shall be completed in a period of **16 Weeks** from the date of issue of this letter of acceptance. The work shall be executed as per the Key Dates stipulated in Annexure-2, of Appendix in Bid document. The service of this contract shall be commenced by Consultant from the date of issue of Letter of Acceptance (LOA) and this date is considered as effective date.

4.0 Submission of Performance Security

In terms of **ITA (Instruction to Applicant), clause- 2.21 of Section-02** of Bid Document, within twenty-eight (28) days of the receipt of this Letter of Acceptance, the Consultant shall furnish to the Employer, a Performance Security in the form of Bank Guarantee as stipulated in Annexure-03 of the bid documents, for an amount of INR 2,77,500/- (INR Two lacs seventy seven thousand five hundred Only) being amount equal to 10% (Ten Percent) of the Contract Value with initially remain valid up to stipulated contract/assignment period plus two months.

5.0 Release of Bid Security

In terms of **ITA (Instruction to Applicant), clause- 2.20 of Section-02** of the bid document, the bid security submitted by the Consultant with his bid shall be returned upon the execution of the contract agreement and on receipt of the performance security by the Employer.

6.0 Signing of Contract Agreement

In terms of **ITA (Instruction to Applicant), clause- 2.28 of Section-02** of the bid documents, the Consultant shall enter into a contract agreement with the Employer for the works covered under this LOA within the time limits as specified therein. The Consultant shall be informed by the Employer about signing of contract agreement on receipt of acceptance of this LOA and Performance Security by the Employer.

7.0 Other Terms and Conditions

The execution of this contract shall be governed by the various stipulations in the bid documents and it's amendments referred above. Any deviation from the above conditions, submitted by the Consultant in its bid, if any, stands withdrawn.

Unconditionally Accepted



*Amal Kumar
DM/FN/Prw.
12/03/2020*

8.0 Nomination of Engineer

It is to inform that AGM/Finance has been nominated as the Engineer for the subject Contract. The Consultant is advised to interact with the above official for further instructions as regards to the provisions of services.

9.0 Acceptance of the LOA

This Letter of Acceptance is being issued in two Original and identical sets, in favour of the Consultant. Any one set may be retained by the Consultant and the other set is required to be returned by the Consultant, duly signed and stamped stating "Unconditionally accepted" on each page (including the enclosures) by the authorized signatory of the Consultant, as a token of Consultant's unconditional acceptance of the same so as to reach the undersigned within seven days of issue of this letter. This Letter of Acceptance shall constitute a binding Agreement between the Employer and the Consultant till such time a formal Agreement is signed between the Employer and the Consultant for the execution of this Contract.

Please acknowledge receipt of the letter.

Yours faithfully,

For & on behalf of
National Capital Region Transport Corporation Limited.


17/03/2020

(Dilip Kumar Mehto)
Dy. General Manager/ Procurement

Encl: (i) Annexure A- Bill of Quantity (Total 03 pages).
(ii) Annexure B –Payment Schedule (Total 01 page).



Copy to: GGM/Finance, GM/Planning, Sr. DGM HR.



*Unconditionally
accepted.*

NATIONAL CAPITAL REGION TRANSPORT CORPORATION LIMITED



DM/FN/COR-OF/085-Preparation of Accounts Manual and Internal Financial Control Manual

APPENDIX-II

Accepted Bill of Quantity

NATIONAL CAPITAL REGION TRANSPORT CORPORATION LTD
7/6, SIRIFORT INSTITUTIONAL AREA
AUGUST KRANTI MARG, NEW DELHI -110 049



PREAMBLE

1	This Accepted Bill of quantity shall be read in conjunction with the Bid Documents.
2	The Quoted amount are inclusive of all duties, taxes, royalties, cess and other levies payable by the Bidder under the Contract, or for any other cause (including standard specifications), as on the date 28 days prior to the deadline for submission of bids, shall be included in the rates and prices and the total Bid Price submitted by the Bidder except Goods and Services Tax (GST). GST will be paid extra as applicable on the submission of GST Invoices for first RA bill. The subsequent RA bill shall be raised for payment upon submission of documentary evidence towards payment of GST collected on the previous bill to the GST Authorities. However, if subsequent bills are raised before return submission date of previous bill period, the documentary evidence towards payment of GST shall be provided within 7 days from the due date of such return filing. The Final bill/single bill payment shall be released on the undertaking by the contractor/supplier for providing evidence within 7 days from the due date of such return filing for final bill based on GST provision for due dates.



ACCEPTED BILL OF QUANTITY
Summary Sheet

Name of the work: DM/FN/COR-OF/085- Preparation of Accounts Manual and Internal Financial Control Manual.	
Bid No.	DM/FN/COR-OF/085
Name of the Bidder	M/s KPMG (Registered)
S No	Accepted Amount (In INR inclusive of all taxes, levies and duties except GST.)
1	3
1	27,75,000.00
	Total Lumpsum Amount (in figures)



PAYMENT SCHEDULE

The Payment of Fees for the subject work shall be on the following proportions:-

1. 60% of Fees for Accounts Manual
2. 40% of Fees for Internal Financial Control Manual.

(i) The 60% of fees payment will be made in four stages for **Accounts manuals** as per the payment schedule given below:-

Key Date No.	Description of Deliverables	Weeks from LOA/Commencement Date	Payment %
KD1	Inception Report	2	20%
KD2	On submission of Draft Report	8	20%
KD3	Re submission of draft after incorporating the suggestion/comments of Authority	14	20%
KD4	On final Approval of the authority	16	40%
	Total		100%

(ii) The 40% of fees payment will be made in four stages for **Internal Financial Control Manual** as per the payment schedule given below:-

Key Date No.	Description of Deliverables	Weeks from LOA/Commencement Date	Payment %
KD1	Inception Report	2	20%
KD2	On submission of Draft Report	8	20%
KD3	Re submission of draft after incorporating the suggestion/comments of Authority	14	20%
KD4	On final Approval of the authority	16	40%
	Total		100%

