



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/4989682
Dated/दिनांक : 28-05-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	07-06-2024 19:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	07-06-2024 19:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Finance
Department Name/विभाग का नाम	Department Of Financial Services
Organisation Name/संगठन का नाम	Ifci Infrastructure Development Limited
Office Name/कार्यालय का नाम	Mayur Vihar New Delhi
Item Category/मद केटेगरी	Custom Bid for Services - Hiring of Consultant for monthly and annual filing of GST Returns along with consultancy services
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	4 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days

Bid Details/बिड विवरण**Evaluation Method/मूल्यांकन पद्धति**

Total value wise evaluation

EMD Detail/ईएमडी विवरण

Required/आवश्यकता

No

ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता

No

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन

Yes

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता

Yes

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

[OM_No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of

quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of Work:[1716899360.pdf](#)

Payment Terms:[1716899365.pdf](#)

GEM Availability Report (GAR):[1716899464.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1716899468.pdf](#)

Custom Bid For Services - Hiring Of Consultant For Monthly And Annual Filing Of GST Returns Along With Consultancy Services (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Hiring of Consultant for monthly and annual filing of GST Returns along with consultancy services
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Sonia Singh	110091,IIDL Suites, 4A, Mayur Vihar District Center, Sadhbhawna Marg, Delhi-110091	1	N/A

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which

shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

Tender invitation for of GST Consultant

IFCI Infrastructure Development Ltd. (IIDL) invites proposal through bid system for Appointment of GST consultant for IIDL along with its unit IIDL Suites and one of its subsidiary IIDL Realtors Pvt. Ltd (IRPL)

Name of Work: Monthly and annual filing of GST Returns along with consultancy services.

A. Scope of Work:

1. Schedule of Quantities

Item No	Item Name	Unit	Quantity	Rate Including GST
1	Filing of Monthly Return for F.Y. 2024-25*			
1.1	GSTR-1	Each	09 per month	
1.2	GSTR-3B	Each	09 per month	
1.3	GSTR-7	Each	09 per month	
2	Filing of Annual Return for F.Y. 2023-24			
2.1	GSTR-9	Each	09 per year	
2.2	GSTR-9C	Each	09 per year	
	Total			

NOTE

- **Total aggregate amount including GST for the year is to be quoted in the financial bid.**
- **Out of above 9 GST returns, four to five numbers of GST returns are filed as Nil return.**
- **In one GSTIN, we are using SAGE Software and for all others, we are using Tally software.**

2. Detailed Descriptions of Items:

Item 1. Filing of Monthly GST Returns:

- Verification and validation of information provided by company for filing of required GST returns.
- Preparation and filing of GST returns (GSTR-1, GSTR-3B, GSTR-7 etc. as applicable to company from time to time) on GST portal.
- Reconciliation of returns including GSTR-2A and GSTR-2B with company books of accounts.

- Preparation and submitting to the company required GST challans for remittance to Govt treasury.
- Providing copies of filed GST returns.
- Rectification/ revision of return in case of notice/ query from GST Departments
- Replying/ representing in case of notice/ query from GST Departments
- Keeping a watch on the status of filed returns, notices received etc. on GST portal and intimating the company about such developments and advising/ carrying out corrective course of action required to be taken by the company within time and in required manner.
- Any other work/ working incidental to successful filing of return.

Item 2. Filing of Annual Return under GST Act:

- Verification and validation of information provided by company for filing of required GST return.
- Reconciliation of GST returns with company books of accounts.
- Preparation of annual GST return in accordance with company records and applicable GST rules and filing the prepared return on portal.
- Keeping a watch on the status of filed returns, notices received, etc on GST portal and intimating the company about such developments and advising/ carrying out correcting course of action as required to be taken by the company within time and in required manner.
- Rectification/ revision of return in case of notice/ query from GST Departments
- Any other work incidental to successful filing of return.

Item 3. Handling of GST Orders, Notices etc.:

- Preparation and filing of reply or appeal or other necessary documents, representation before GST authorities on behalf of company, and other similar works as required in response to Assessment/ Re-assessment Orders, Demand Notices/ Query, etc. raised by GST Departments

Item 4. Payment Terms:

Payment shall be made by the company on quarterly basis upon receipt of valid invoice along with necessary supporting documents, after successful submission of returns for

that particular period. Deductions as per applicable statutory norms shall be made.

3. Key Points to be Noted:

- i.** The consultancy will include ensuring compliance of GST laws/ by-laws/ rules/ regulations, etc and meeting deadlines by updating the company well in advance for implementation and by advising suitable course of actions, suo-motto or in reply to queries raised by company officials or GST Departments. It will also include giving opinion on applicability of GST rules, exemptions, deductions, rates, sections of GST Acts, etc as and when required for correct processing of invoices/ bills or correct accounting by the company. This requirement will be an integral part of each of the item to be executed.
- ii.** The quoted charges will be for successful filing/ submission with successful closing of the cases under question free of notices of error/ omission/ or requirement of revision/ rectification/, etc. In case of any such requirement arising, necessary action for such revision/ rectification/ supplementary submission/ representation, etc will be part of the execution of the item. No additional fees will be paid for revised or rectified or supplementary filing/ submission.
- iii.** The above scope of work is only indicative and there may be additions or exclusions as per the requirements of the Company. The decision in this regard shall be taken by the Company management.
- iv.** The work shall be conducted by a competent representative of the Consultant. No subletting/ outsourcing of the work to another agency/ professional shall be permitted. No conveyance shall be arranged by the Company for the Consultant for visiting company office or on any other place. The Consultant shall have to make their own travel arrangements.
- v.** All the information or documents provided to the Consultant shall remain the property of the Company and all rights shall vest with the Company. The Consultant shall, not later than termination or expiration of the Agreement, deliver all such documents to the Company, together with a detailed inventory thereof. The Consultant shall not use these documents for purposes

unrelated to the consultancy work without the prior written approval of the Company.

- vi. All the information provided to the Consultant by the Company or collected or generated by the Consultant in connection with the affairs of the Company shall be treated as confidential and shall not be divulged by the Consultant, either during the term or after the expiration or termination of the Agreement. Such information shall include relating to reports, data, drawings, design software or other material, whether written or oral, in electronic or magnetic format, and the contents thereof; and any reports, digests or or any information relating to the Company's employees, officers or other summaries created or derived from any of the foregoing that is provided by the Company to the Consultant; any information provided by or relating to the Company, its technology, technical processes, business affairs or finances, professionals or suppliers, customers, or contractors of the Company; and any other information.
- vii. In case, the task is concluded without successful completion or left in between resulting in penalty or other monetary loss to the company, the company will have the right to recover the losses from the payables to the consultant.
- viii. Statutory fees paid by the consultant in execution of the items will be reimbursed on production of receipts or other proofs of payment. Such payments will not be part of the quoted rates. No other charge or expenditure will be payable over and above the quoted rates.

B. Eligibility Conditions and Technical Documents to be Submitted:

The bidder should currently be in practice and must have experience in the field of similar nature jobs and resources as per following table. The supporting document requirement is also specified in the table below.

Sl No	Qualification Criteria	Specific Requirement	Documents Required
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i.	Registration	The bidder should have been registered with ICAI as a Practicing Firm for a period of at least 3 years as on the last date of bid submission.	Certificate of Registration/ Approval Letter issued by ICAI
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ii.	Experience	The bidder should have experience of similar assignments.	Copies of completion certificates issued by service recipients along with copies of work orders/ letters of award/ appointment orders or board resolutions.
iii.	Financial Strength	The bidder must have an average annual revenue of Rs. 5 Lakh or more from professional services during last three Financial Years i.e. 2021-22, 2022-23 and 2023-24.	Certificate from a Chartered Accountant with UDIN.
iv.	Registered/ Branch Office	The bidder must have a fully functional office in Delhi/NCR and all the services shall be provided by the bidder only from such office.	Any government approved valid address proof such as bank statement, telephone/ electricity/ water bill, GST or other registration certificate etc. along with a declaration on the letterhead that all the services will be provided and all the correspondence shall be made only through this address.
v.	GST	Bidder must have valid GST Number, if applicable.	GST registration certificate
vi.	Disqualification	The bidder should not have been black-listed or de-barred by Central/ State Government Department/ Public Sector Undertaking for any contract executed in past.	Declaration by the bidder as per Appendix I of this quotation document on letterhead under seal and signature of authorized signatory

vii.	Unconditional Acceptance	Unconditional Acceptance of terms and conditions regarding the work	Letter by the bidder as per Appendix II of this quotation document on letterhead under seal and signature of authorized signatory
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Notes:

- i. All the original documents should be issued under signature and seal by the authorized signatory of the bidder and photocopies of documents should also be attested under signature and seal by the authorized signatory of the bidder. All the alterations, omissions, additions, or any other amendments made anywhere in the documents are also to be signed by the authorized signatory.
- ii. The documents submitted shall be subject to verification from the issuing agency by IIDL. Complete and unquestionable authority to decide on suitability and adequacy of the experience and fulfillment of other eligibility criteria based on the documents submitted by the bidder shall rest with the Company and the decisions of the Company shall be binding on the bidder.
- iii. Right to Cancel the Tender: The Company, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to suspend and/ or cancel the selection process and/ or amend and/ prior supplement the selection process or modify the dates or other terms and conditions relating thereto; consult with any bidder in order to receive clarification or further information; retain any information and/ or evidence submitted to the Company by, on behalf of and/ or in relation to any bidder; and/ or independently verify, disqualify, reject and/ or accept any and all submissions or other info. and/ or evidence submitted by or on behalf of any bidder.
 - Right to Inquiry: The Company reserves the right to make inquiries with any of the clients listed by the bidders in their previous experience record.
 - Jurisdiction: The selection process shall be governed by, and construed in accordance with, the laws of India and the courts at Gandhinagar shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the selection process.
 - Ambiguity: The eligibility criteria and other requirements mentioned in this tender document shall prevail over anything contained on Portal or elsewhere, if any

Annexure -A

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The total amount to be quoted is supposed to be calculated as follows.

Table - 1

Item No	Item Name	Unit	Quantity	Amount including GST
A	B	C	D	E
1.1	Filing of GSTR-1	Each	Q1 = 09 per month	
1.2	Filing of GSTR-3B	Each	Q2 = 09 per month	
1.3	Filing of GSTR-7	Each	Q3 = 09 per month	
2.1	Filing of GSTR-9	Each	Q4 = 09 per year	
2.2	Filing of GSTR-9C	Each	Q5 = 09 per year	
	Total			P = A1 + A2 + A3 + A4 + A5

Hence, P shall be the amount to be quoted under Price Bid in the GeM portal.

Appendix I

(To be printed on letterhead of agency, sealed, and signed by duly authorized signatory and placed under Technical Bid)

To,
Chief Financial Officer,
IFCI Infrastructure Development Limited,
New Delhi

Subject: Unconditional Acceptance of terms and conditions regarding the work "GST Returns Filing and Consultancy"

Sir,

1. The tender/ quotation document for the subject work has been collected from the office of company/ downloaded from CPP/ GeM portal. I/ we hereby certify that I/ we have read and understood the entire terms and conditions of the tender/ quotation document for the subject work.
2. I/ We hereby unconditionally accept the entire terms and conditions of the tender/ quotation document for the subject work in entirety and undertake that my agency shall abide by all the terms and conditions.
3. I/ We understand that after unconditionally accepting the tender/ quotation conditions in entirety, it is not permissible to put any remark/ condition in my/ our bid and that in case I/ we put any remark/ condition, my/ our bid shall be liable to be rejected at the sole discretion of IIDL.
4. The tender/ quotation document for the subject work has been collected from the office of company/ downloaded from CPP/ GeM portal. I/ we hereby certify that I/ we have read and understood the entire terms and conditions of the tender/ quotation document for the subject work.
5. I/ We hereby unconditionally accept the entire terms and conditions of the tender/ quotation document for the subject work in entirety and undertake that my agency shall abide by all the terms and conditions.
6. I/ We understand that after unconditionally accepting the tender/ quotation conditions in entirety, it is not permissible to put any remark/ condition in my/ our bid and that in case I/ we put any remark/ condition, my/ our bid shall be liable to be rejected at the sole discretion of IIDL.

Yours faithfully,

(Signature with Seal and Date)

Appendix II

(To be printed on letterhead of agency, sealed, and signed by duly authorized signatory and placed under Technical Bid)

DECLARATION CUM UNDERTAKING

Name of Work: GST Returns Filing and Consultancy

I undersigned _____ s/o _____
r/o _____ on behalf of
M/s. _____
(hereinafter referred as the firm) having its Registered Office situated at _____,
do solemnly declare and affirm as follows.

1. That the firm/ company or proprietor/ any of the partners of the firm/ directors/ key managers of the company is not blacklisted by any Central or State Government Department or Public Sector Undertaking or Government Company or any authority or any judiciary or any other organization for any contract executed in past or in respect of any assignment or behavior.
2. That no FIR has been lodged or complaint is not filed, and no criminal proceedings are in progress against the firm/ company or proprietor/ any of the partners of the firm/ directors/ key managers of the company.
3. That in case the company finds above certificate as false or concealing any information, bid of the firm for above-mentioned work shall be cancelled at any stage during the tender process and thereafter and the firm shall be debarred from participating in any tender/ quotation issued by the company and the company can take any other legal action as deemed fit.

VERIFICATION

Verified this _____ day of _____, 2024 that the contents of my above declaration are true to the best of my knowledge and belief and nothing untrue has been stated nor has any facts been concealed.

Yours faithfully,

(Signature with Seal and Date)