



Bid Number/बोली क्रमांक (बिड संख्या): GEM/2024/B/5211727

Dated/दिनांक : 26-07-2024

**Bid Document/ बिड दस्तावेज़**

<b>Bid Details/बिड विवरण</b>	
<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	16-08-2024 15:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	16-08-2024 15:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	180 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Gujarat
<b>Department Name/विभाग का नाम</b>	Education Department Gujarat
<b>Organisation Name/संगठन का नाम</b>	Government Polytechnic Vyara
<b>Office Name/कार्यालय का नाम</b>	Government Polytechnic Vyara
<b>Item Category/मद केटेगरी</b>	Financial Advisory Services - Offsite; Tax Advisory
<b>Contract Period/अनुबंध अवधि</b>	1 Year(s)
<b>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</b>	1 Year (s)
<b>Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है</b>	Yes
<b>MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है</b>	Yes
<b>Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है</b>	Yes
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *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
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid

**Bid Details/बिड विवरण**

<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	13800
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
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**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
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**Splitting/विभाजन**

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

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	No
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. 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. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

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.

5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :**

Financial Document Indicating Price Break Up - [1721983690.xlsx](#)

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Number of years of experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions.:01**

**Scope of work to be uploaded by buyer:**[1721983634.pdf](#)

**Financial Advisory Services - Offsite; Tax Advisory ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Deployment Location	Offsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing GST
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Certified public accountant
Total Experience of Professionals / Resources (In years)	0 - 3 Years
<b>Addon(s)/एडऑन</b>	
Post Financial Advisory Support	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Chaudhari Hetalkumar Zinabhai	394650,Government Polytechnic Vyara, Indu Village, Behind ITI Indu, Vyara, Dist:-Tapi-394650	1	N/A

**Financial Advisory Services - Offsite; Tax Advisory ( 1 )****Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Deployment Location	Offsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing TDS
Financial Advisory Reports	Yes
Frequency of Progress Report	Quarterly
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Certified public accountant
Total Experience of Professionals / Resources (In years)	0 - 3 Years
<b>Addon(s)/एडऑन</b>	
Post Financial Advisory Support	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़****Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Chaudhari Hetalkumar Zinabhai	394650,Government Polytechnic Vyara, Indu Village, Behind ITI Indu, Vyara, Dist:-Tapi-394650	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. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

### 3. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

### 4. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

### 5. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

### 6. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

#### A) Related to Income Tax-TDS, GST-TDS

1	To ensure compliance of <b>timely E-filing of all the returns</b> pertaining to Income Tax-TDS, GST-TDS as per the norms prescribed by the Government from time to time and within the prescribed time limit.(Including E-filing of quarterly TDS returns pertaining to income tax deducted from salaries and TDS deducted from contractors and GST-TDS. <b>(24Q, 26Q, and GST-TDS return).</b>
2	<b>Validate and Feeding of data</b> of I-Tax deduction of employees/contractors (including PAN/GST numbers.).
3	Data for filing aforesaid return will be provided by Government Polytechnic, Vyara through <b>soft copy/hard copy</b> as required.

4	To ensure <b>timely generation</b> of <b>Form-16</b> , 16-A. Generation of <b>GST-TD S Challan and certificate/GSTR-7A</b> or any other document mandatory required under aforesaid activities.
5	To provide <b>periodical reports of tax filing</b> (through soft copy/hard copy) as per requirements of Government Polytechnic, Vyara.
6	Timely filing of <b>Correction/Rectification/Revision</b> in monthly/quarterly returns in case of any <b>incorrect entry</b> or invalid/wrong PANs /GST Numbers or any other kind of <b>error</b> in any return of Income Tax-TDS, GST-TD S and GST matter.
7	Providing assistance to <b>file reply of Notice</b> of Income Tax-TDS, GST-TD S and GST matters as and when required.
8	Firm will <b>suggest regarding the maintenance of books/ledgers</b> required for Income Tax-TDS, GST-TDS and GST matters.
9	The <b>Contract will be for a period of One Year (From date of commencement of contract)</b> subject to satisfactory performance by the Chartered Accountant Firm.
10	The firm should have their active and <b>fully functional office or branch</b> in the <b>Gujarat state only (Preferable in Tapi (Vyara))</b> .
11	In Government Polytechnic Vyara, there are approximately tentative <b>35 number of regular staff</b> for which 24Q quarterly returns is to be filed and Form 16 are to be generated after the end of the FY. Approximately tentative <b>02 numbers of contractors</b> for which 26Q quarterly and GST-TDS monthly returns are to be filed.
12	Any other work related to Income Tax which is not explicitly mentioned in the scope of work or may be <b>introduced by the Government</b> due to changes in the Taxation laws etc. will form the part of the scope of work.
13	<b>During the contract period, no increase</b> whatsoever will be given other than <b>quoted rates</b> . <b>The reference price quoted is for the period of 12 month (1 Year)</b> .
14	Any other work related to Income Tax as assigned by Government Polytechnic, Vyara whether or not it pertains to the <b>period of engagement</b> of the firm/consultant.

15	Visit of the <b>consultant/authorised staff</b> once or more in a month to guide on Income Tax related matters. <b>No TA/DA</b> etc. will be paid for this.
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**B) Related to GST Matters: -**

1	To <b>file online monthly/annual GST returns of the institute</b> or any other return as required by the GST Authorities from time to time.
2	Consultation/advice on record, maintenance of applicable GST rates.
3	To <b>maintain proper record</b> of outward and inward supplies of Goods or Services and generation of GSTR forms etc.
4	To <b>provide guidance</b> leading to full compliance of all <b>rules and regulations of GST Laws</b> and its implementation from time to time.
5	Assistance in updating GST related portals including e-invoice portal and their related issues as required from time to time.
6	<b>Filing return of GST- TDS on Monthly basis within due dates.</b>
7	Visit of the consultant/authorised staff once or more in a month to guide on Income Tax related matters. <b>No TA/DA</b> etc. will be paid for this.
8	Any other work related to GST as assigned by Government Polytechnic Vyara whether or not it pertains to the <b>period of engagement</b> of the firm/consultant.
9	Any other <b>work related to GST</b> which is <b>not explicitly mentioned</b> in the <b>scope of work</b> or may be introduced by the Government due to <b>changes in the Taxation laws</b> etc. will form the part of the scope of work.

**7. Buyer Added Bid Specific ATC**

Gujarat State Procurement Policy 2024 - Clauses pertaining to Purchase Preference and others :  
[https://assets-bg.gem.gov.in/resources/upload/shared\\_doc/policy-atc-revised1-2\\_1720604560.pdf](https://assets-bg.gem.gov.in/resources/upload/shared_doc/policy-atc-revised1-2_1720604560.pdf)  
 target="\_blank">click here

**8. Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1	The firm should have <b>Experience</b> of providing similar <b>taxation service</b> to Govt Departments/Autonomous Bodies etc. <b>(Please attach Proof)</b> .
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2	<b>Turnover</b> of firm providing such services should not be less than <b>01 Lakh per Annum</b> for the last year. <b>(Please attach Proof)</b> .
3	The firm hold has their active and fully functional office or branch in the Gujarat state only (Preferably in Tapi (Vyara)). <b>(Please attach Proof)</b> . Only valid proof like GST registration certificate/Electricity bill/Landline/Broadband bill in the name of the firm will be accepted as proof.
4	The contract will be for a period of <b>One year from date of commencement of contract</b> depending upon the satisfactory performance of the CA Firm. Also, the Principal, Government Polytechnic, Vyara shall have the unrestricted right to cancel the above contract without any reason and without prior notice before the expiry of the said term.
5	The <b>penalty</b> imposed by respective statutory agencies for any <b>faulty act of the contractor/ agency or due to mistake of contractor/agency</b> should be <b>borne by the contractor/agency</b> . The decision of the competent authority in this regard will be final.
6	An <b>undertaking</b> that the <b>Agency/Company/Firm is not blacklisted</b> by any Govt. Department.
7	The lowest quoting firm will be given preference over others. However, Principal, Government Polytechnic, Vyara reserves the right to reject all or even the lowest quotation without assigning any reason.
8	The Principal, Government Polytechnic Vyara may <b>terminate the contract</b> of the selected firm on account of <b>unsatisfactory service</b> without any reason and without prior notice before the expiry of the said term.
9	The <b>rate</b> should be <b>quoted</b> as <b>Lump Sum per Month/Quarter/Entry/Year</b> for all activities mentioned in scope of work (except GST).
10	On completion of the work done by Firm/Contractor/Party, the <b>amount of bill payable</b> in respect thereof shall be presented in the name of Principal Government Polytechnic, Vyara at the above approved rate.
11	<b>Bill to be raised</b> by the <b>Firm/Contractor/Agency on quarterly basis</b> after the satisfactory completion of filing of return to the respective statutory agencies. TDS will be deducted as per rule from the bill.
12	The appointed CA firm shall ensure that data given to them by our organization and any information generated from the data provided shall not be used by the CA firm for any other purpose for <b>data the privacy and security</b> .

13	Firm/ Party /Bidder should upload the <b>PAN, CA Certificate, IT TDS - GST Experience Certificate, Proof of functional Office or branch</b> in Gujarat state (preferably in Tapi-Vyara), GST No Certificate (if available), etc.
14	District of Jurisdiction in case of any <b>judicial dispute</b> : Tapi (Vyara)

**v SELF ATTESTED DOCUMENTS TO BE ATTACHED: -**

1.	Copy of PAN Number and GST Number.
2	Copy of CA Registration Number/Trade Certificate for carrying out a foresaid activities.
3.	RTGS/NEFT Details of the firm.
4.	Copies of documents in support of experience, turnover and active fully functional office or branch in Gujarat state only (Preferably in Tapi - Vyara).
5.	Valid Address proof in the name of the firm for fully functional office or branch in Gujarat state only (Preferably in Tapi - Vyara).

**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 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 दे 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 पर इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**



## **Government Polytechnic, Vyara**

(AT & PO INDU VILLAGE, BEHIND ITI INDU, TALUKA VYARA, DISTRICT TAPI -  
394650, GUJARAT STATE)

**Name of Work:** “Annual Contract for Hiring Services of Chartered Accountant/ Cost Accountants Firm”

**Period of work:** “One year from date of commencement of Contract”

**E-Tender through GEM portal for Hiring Services of Chartered Accountant /  
Cost Accountants Firm**

**E-Tenders/Quotations are invited for award of below cited Annual Contract for a period of 01 years (From date of commencement of contract) from reputed Chartered Accountant/Cost accountant Firms who are holding Valid Registration / License for providing Financial Tax Advisory Services.**

**E-Tender through GEM portal for Hiring Services of Chartered Accountant/Cost Accountant Firms**

❖ **SCOPE OF WORK**

**A) Related to Income Tax-TDS, GST-TDS**

1	To ensure compliance of <b>timely E-filing of all the returns</b> pertaining to Income Tax-TDS, GST-TDS as per the norms prescribed by the Government from time to time and within the prescribed time limit.(Including E-filing of quarterly TDS returns pertaining to income tax deducted from salaries and TDS deducted from contractors and GST-TDS. <b>(24Q, 26Q, and GST-TDS return)</b> ).
2	<b>Validate and Feeding of data</b> of I-Tax deduction of employees/contractors (including PAN/GST numbers.).
3	Data for filing aforesaid return will be provided by Government Polytechnic, Vyara through <b>soft copy/hard copy</b> as required.
4	To ensure <b>timely generation of Form-16, 16-A. Generation of GST-TDS Challan and certificate/GSTR-7A</b> or any other document mandatory required under aforesaid activities.
5	To provide <b>periodical reports of tax filling</b> (through soft copy/hard copy) as per requirements of Government Polytechnic, Vyara.
6	Timely filing of <b>Correction/Rectification/Revision</b> in monthly/quarterly returns in case of any <b>incorrect entry</b> or invalid/wrong PANs /GST Numbers or any other kind of <b>error</b> in any return of Income Tax-TDS, GST-TDS and GST matter.
7	Providing assistance to <b>file reply of Notice</b> of Income Tax-TDS, GST-TDS and GST matters as and when required.
8	Firm will <b>suggest regarding the maintenance of books/ledgers</b> required for Income Tax-TDS, GST-TDS and GST matters.
9	The <b>Contract will be for a period of <u>One Year (From date of commencement of contract)</u></b> subject to satisfactory performance by the Chartered Accountant Firm.
10	The firm should have their active and <b>fully functional office or branch</b> in the <b>Gujarat state only (Preferable in Tapi (Vyara))</b> .
11	In Government Polytechnic Vyara, there are approximately tentative <b><u>35 number of regular staff</u></b> for which 24Q quarterly returns is to be filed and Form 16 are to be generated after the end of the FY. Approximately tentative <b><u>02 numbers of</u></b>

	<b>contractors</b> for which 26Q quarterly and GST-TDS monthly returns are to be filed.
12	Any other work related to Income Tax which is not explicitly mentioned in the scope of work or may be <b>introduced by the Government</b> due to changes in the Taxation laws etc. will form the part of the scope of work.
13	<b>During the contract period, no increase</b> whatsoever will be given other than <b>quoted rates</b> . The reference price quoted is for the period of 12 month (1 Year).
14	Any other work related to Income Tax as assigned by Government Polytechnic, Vyara whether or not it pertains to the <b>period of engagement</b> of the firm/consultant.
15	Visit of the <b>consultant/authorised staff</b> once or more in a month to guide on Income Tax related matters. <b>No TA/DA</b> etc. will be paid for this.

**B) Related to GST Matters: -**

1	To <b>file online monthly/annual GST returns of the institute</b> or any other return as required by the GST Authorities from time to time.
2	Consultation/advice on record, maintenance of applicable GST rates.
3	To <b>maintain proper record</b> of outward and inward supplies of Goods or Services and generation of GSTR forms etc.
4	To <b>provide guidance</b> leading to full compliance of all <b>rules and regulations of GST Laws</b> and its implementation from time to time.
5	Assistance in updating GST related portals including e-invoice portal and their related issues as required from time to time.
6	<b>Filling return of GST- TDS on Monthly basis within due dates.</b>
7	Visit of the consultant/authorised staff once or more in a month to guide on Income Tax related matters. <b>No TA/DA</b> etc. will be paid for this.
8	Any other work related to GST as assigned by Government Polytechnic Vyara whether or not it pertains to the <b>period of engagement</b> of the firm/consultant.
9	Any other <b>work related to GST</b> which is <b>not explicitly mentioned</b> in the <b>scope of work</b> or may be introduced by the Government due to <b>changes in the Taxation laws</b> etc. will form the part of the scope of work.

❖ **TERMS& CONDITIONS (T & C) FOR SUBMISSION OF QUOTATION**

1	The firm should have <b>Experience</b> of providing similar <b>taxation service</b> to Govt Departments/Autonomous Bodies etc. <b>(Please attach Proof)</b> .
2	<b>Turnover</b> of firm providing such services should not be less than <b>01 Lakh per Annum</b> for the last year. <b>(Please attach Proof)</b> .
3	The firm hold has their active and fully functional office or branch in the Gujarat state only (Preferably in Tapi (Vyara). <b>(Please attach Proof)</b> . Only valid proof like GST registration certificate/Electricity bill/Landline/Broadband bill in the name of the firm will be accepted as proof.
4	The contract will be for a period of <b><u>One year from date of commencement of contract</u></b> depending upon the satisfactory performance of the CA Firm. Also, the Principal, Government Polytechnic, Vyara shall have the unrestricted right to cancel the above contract without any reason and without prior notice before the expiry of the said term.
5	The <b>penalty</b> imposed by respective statutory agencies for any <b>faulty act of the contractor/ agency or due to mistake of contractor/agency</b> should be <b>borne by the contractor/agency</b> . The decision of the competent authority in this regard will be final.
6	An <b>undertaking</b> that the <b>Agency/Company/Firm is not blacklisted</b> by any Govt. Department.
7	The lowest quoting firm will be given preference over others. However, Principal, Government Polytechnic, Vyara reserves the right to reject all or even the lowest quotation without assigning any reason.
8	The Principal, Government Polytechnic Vyara may <b>terminate the contract</b> of the selected firm on account of <b>unsatisfactory service</b> without any reason and without prior notice before the expiry of the said term.
9	The <b>rate</b> should be <b>quoted as <u>Lump Sum per Month/Quarter/Entry/Year</u></b> for all activities mentioned in scope of work (except GST).
10	On completion of the work done by Firm/Contactor/Party, the <b>amount of bill payable</b> in respect thereof shall be presented in the name of Principal Government Polytechnic, Vyara at the above approved rate.
11	<b>Bill to be raised</b> by the <b>Firm/Contractor/Agency on quarterly basis</b> after the satisfactory completion of filing of return to the respective statutory agencies. TDS will be deducted as per rule from the bill.
12	The appointed CA firm shall ensure that data given to them by our organization and any

	information generated from the data provided shall not be used by the CA firm for any other purpose for <b>data the privacy and security.</b>
13	Firm/ Party /Bidder should upload the <b>PAN, CA Certificate, IT TDS - GST Experience Certificate, Proof of functional Office or branch</b> in Gujarat state (preferably in Tapi-Vyara), GST No Certificate (if available), etc.
14	District of Jurisdiction in case of any <b>judicial dispute: Tapi (Vyara)</b>

❖ **SELF ATTESTED DOCUMENTS TO BE ATTACHED: -**

1.	Copy of PAN Number and GST Number.
2	Copy of CA Registration Number/Trade Certificate for carrying out aforesaid activities.
3.	RTGS/NEFT Details of the firm.
4.	Copies of documents in support of experience, turnover and active fully functional office or branch in Gujarat state only (Preferably in Tapi - Vyara).
5.	Valid Address proof in the name of the firm for fully functional office or branch in Gujarat state only (Preferably in Tapi - Vyara).

# Technical Bid

Name of Work: - "Annual Contract for Hiring Services of Chartered Accountant/Cost Accountant Firm"

## DETAILED STATUS OF THE FIRM

### PROFILE OF CHARTERED ACCOUNTANT/COST ACCOUNTANT FIRM

SR.	PARTICULARS REQUIRED	PARTICULARS GIVEN
I	II	III
1.	Name of the Firm	
2.	CA Registration No. (Attach Copy)	
3.	PAN No. (Attach Copy)	
4.	GST No. (Attach Copy)	
5.	Annual Turn Over (Attach Copy)	
6.	Experience certificate (Attach Copy)	
7.	Whether firm has its own office at Gujarat state (Preferably in Tapi). (Attach valid address proof in the name of the firm)	
8.	Email address for all communications	
9.	Mobile Nos. of authorized persons	
10.	Any other information, if any.	

Declaration by the bidder:-

This is to certify that I/We before signing his tender and quoting the rates have fully understood all the Terms and Conditions, Scope of Work and undertake myself/over selves to abide by them.

(Signature)  
WITH SEAL  
Dated:

Authorised Signatory

**GOVERNMENT POLYTECHNIC, VYARA**

**DEPARTMENT: -** Account Section

**DESCRIPTION: -** Chartered Accountant Services

**List of Items/Services Required**

Sr. No.	Name of Item/Service (With Full Specification)	Service Required	Qty. Required	Unit price (Rs.)	Total (Rs.)	Remark
1	Quarterly Charge for filling of <b>Income Tax-TDS</b> Deduction of <b>Officers/Employees &amp;</b> Generation of <b>Form-16/16A</b> (Form-24Q).	Quarterly	4	Lump Sum Amount/ Quarter/PAN Entry		Approx. 35 No. of Staff and 02 No. of Contractors for which returns are to be filed.
2	Quarterly Charge for filling of <b>Income Tax-TDS</b> of <b>Contractor's</b> (Form 26Q).	Quarterly	4	Lump Sum Amount/ Quarter/PAN Entry		
3	Monthly Charge for filling of <b>GST-TDS</b> forms.	Monthly	12	Lump Sum Amount /Month/GSTI N Entry		
<b>Total Quoted Price (Rs. In No.)</b>						
<b>Total Quoted Price (Rs. In Word)</b>						

- 1 The quote will be treated as invalid/unresponsive, if item wise rates are quoted. Only a single lump sum amount per Month/Quarter/Entry/Year which shall remain valid for contract period (one year) for all **works/services** as per **scope of work**.
- 2
  - a) Firm quoting lowest overall will be treated as 'L1' firm.
  - b) If there is a mismatch in Rate in Figures and rate in Words, then the Rate in Words will be taken as the Quoted Rate.

Note:

  - a) Rates must be inclusive of all types of charges and applicable statutory taxes and levies other than GST. GST shall be refunded on production of proof of submission.
- 3 If the quoted rates of two/more firms are same, then L1 firm will be decided on the basis of below mentioned criteria and order: -
  - a) Firm located at consignee place: Tapi (Vyara) (if both quoted rates are same)
  - b) Higher relevant experience (if both quoted rates are same & Firm location same).
  - c) Higher turnover (if quoted rate as well as experience and firm location are same)

Sign of Purchase Committee		
Sr. No.	Name & Designation	Sign
01	HOD Mechanical Dept.	[Signature]
02	HOD CIVIL Dept.	[Signature]
03	HOD Elec. & firm location	[Signature]
04	HOD General Dept.	[Signature]
05	HOD IC Dept.	[Signature]
06	Account Officer	[Signature]
07	Store Officer	[Signature]
08	Store Keeper	[Signature]