



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5335221
Dated/दिनांक : 28-08-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	12-09-2024 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	12-09-2024 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Defence
Department Name/विभाग का नाम	Department Of Defence Production
Organisation Name/संगठन का नाम	Gliders India Limited
Office Name/कार्यालय का नाम	*****
Item Category/मद केटेगरी	Custom Bid for Services - HIRING OF REGISTERED CA FIRM
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)	15 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,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
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	Yes
RA Qualification Rule	H1-Highest Priced Bid Elimination
Type of Bid/बिड का प्रकार	Two Packet Bid

Bid Details/बिड विवरण

Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	2100000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	63000

ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

GENERAL MANAGER

Ordnance Parachute Factory Kanpur, Department of Defence Production, Gliders India Limited, Ministry of Defence

(Gm Opf Public Fund Account)

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	Yes
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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. 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 will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid 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 product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [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. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
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. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:
- If number of technically qualified bidders are only 2 or 3.
 - If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
 - In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
 - If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
 - If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of Work:[1724827647.pdf](#)

Payment Terms:[1724827758.pdf](#)

GEM Availability Report (GAR):[1724827768.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1724827803.pdf](#)

Project Experience and Qualifying Criteria Requirement:[1724827967.pdf](#)

Buyer's Competent Authority Approval:[1724827992.pdf](#)

Custom Bid For Services - HIRING OF REGISTERED CA FIRM (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	

Specification	Values
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	HIRING OF REGISTERED CA FIRM
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	*****	*****KANPUR NAGAR	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 Added text based ATC clauses

Buyer Added Bid Specific ATC

1. (i) As per GEM Bid and Scope of Work cum SLA (06Pages) terms and conditions .

(ii) Firm should comply and must submit signed and stamped copy of Scope of Work cum SLA (06 Pgs).

2. EMD:

EMD is to be submitted by the bidders except MSEs having UAM number as defined in MSE procurement policy 2012 issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase organization or the concerned Ministry or Department (including OFs) or start-ups as recognized by Department of Industrial Policy and Promotion (DIPP), irrespective of the store for which they are registered. EMD is not required from Central PSUs. Bidders/ Sellers exempted from submission of EMD. Firm must submit certified copy of Govt. of India authority for such exemption in lieu of EMD. The EMD amount of Rs 63000 /-(Rupees Sixty Three Thousand Only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks in favour of GM OP

F PUBLIC FUND ACCOUNT, payable at Kanpur is required. If EMD is furnished in the form of BG then it should be kept valid for 45 days beyond the final bid validity.

3. **PSD** :- Performance Security Deposit is required @ 5 % of total contract value in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial Banks in favour of GM OPF PUBLIC FUND ACCOUNT, payable at Kanpur (Validity for Bank Guarantee should be 14 months and for others validity should be 12 months).

PSD will be applicable if contract value exceeds Rs. 10 Lakh.

4. **Inspection Authority:** GM OPF KANPUR or His Auth. Rep.

5. **F.O.R.** : OPF KANPUR

6. **GST Clause:** Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actual or as per applicable rates (whichever is lower), subject to the maximum of quoted GST%.

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---

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Ordnance Parachute Factory, Kanpur
(A unit of Gliders India Limited, Kanpur)
(Ministry of Defence, Govt. of India Enterprise)
Scope of Work cum SLA

Hiring of a registered C.A. (Chartered Accountant) Firm for preparation of Financial Statements as per IND-AS requirements of Companies Act
for
Ordnance Parachute Factory, Kanpur
(A unit of Gliders India Limited, Kanpur)

INTRODUCTION:

- 1.1. Ordnance Parachute Factory, Kanpur is a unit of Gliders India Limited, Kanpur (GIL) is a 100 % Government Owned corporation. Incorporated on 14.08.2021 and having its registered work place at Napier Road, Cantt. Kanpur. (All information is available on website . (<https://www.glidersindia.in/>)).
- 1.2 Ordnance Parachute Factory (OPF) is a production unit of GIL.

2.

S.No	State	In- Scope Locations
1	UTTAR PRADESH	a) Ordnance Parachute Factory, Kanpur

3. **Period of Engagement:**

- The period of engagement shall be for 12 months from the date of placement of supply order on firm.
- It is imperative that the firm thoroughly examine the bid related documents and quote fixed lump sum charges in accordance with the scope of work and deliverables provided.

3.1 Firm has to ensure:

- Preparation of Financial Statements (in line with IND-AS requirement) on monthly, quarterly as well as yearly basis for FY 2024-25
- For FY 2025-26, prepare financial statements on a monthly basis and for the 1st and 2nd quarters.

Prakash Singh

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Ordnance Parachute Factory, Kanpur
(A unit of Gliders India Limited, Kanpur)
(Ministry of Defence, Govt. of India Enterprise)
Scope of Work cum SLA

PART A
SCOPE OF WORK

1. **Preparation of Financial Statements including Balance Sheet, Profit & Loss statement and Cash Flow statements etc. along with notes to accounts and other disclosures on monthly, quarterly and annual basis for OPF, Kanpur in line with Division II of Schedule III of Companies Act, meeting IND-AS requirements.**
2. **Performing & Completing following Associated & integral tasks related with the:**
 - Maintaining all the books of accounts and registers in the required format and prepare periodical reports and returns.
 - Cross-Checking and verifying the accounting entries, related to receipt and expenses and sales.
 - Correction of the ledgers, accounting entries and accounting heads.
 - Assisting in the making of schedules and supporting documents thereof.
 - Liasoning with the GIL HQ, wherever accounting policies/guidelines are required.
 - Verification of Data/Trial balances on regular basis. (Fortnightly)
 - Passing of adjustment entries & cross checking of GST/Income tax provisions.
 - Inter factory transaction reconciliation/vendor/customer reconciliation.
 - Bank account reconciliation on Fortnightly basis.
 - Filling of returns for Income tax /TDS for all the Units.
 - Dedicated man power is to be provided on daily basis for recording of all the transactions through Tally Software by one attendant (provided through itself) on daily basis such as recording of different expenditures incurred and carrying out all the related financial reconciliation activities in association with the bank and OPF employees.
 - **GST Compliance & GST return of OPF**
 - i. Compilation of outward Supply, ITC, & Inward Supply from data received from various sections of Ordnance Parachute factory, Kanpur.
 - ii. Preparation of Rate Wise, Unit Wise and Section Wise Sale Report on monthly Basis.
 - iii. Preparation of Input Tax Credit Report of Input, Capital Goods & Input Services.
 - iv. Preparation of RCM Liability Report and Claim of Input Tax Credit.
 - v. Monthly Filling of GSTR-1 Return on or before the due date as notified by the Government.
 - vi. Monthly preparation of computation report and generation of challan.
 - vii. Monthly filing of GSTR-3B return on or before the due date as notified by the Government.
 - viii. Submission of Monthly Report of Suppliers of which Input Tax Credit is Pending/NotClaimed.
 - ix. Compilation of Data of Goods Sent on Job Work and Received from Job Worker.
 - x. Monthly Submission of Compliance Report.
 - xi. Submission of Legal opinion on GST as and when required.
 - xii. Guidance about the preparation of Changes in GST Law and Rules made there under.
 - xiii. Suggestion on Accounting Entries to be passed.
 - xiv. Reconciliation of Electronic Ledgers as maintained in GST Portal.
 - Income Tax TDS and GST TDS: Timely Payment, Filling of returns and cross conciliation. (02 units at UP.)
 - Employees income tax & issuance of "Form 16" & Settlement of any anomaly of employees income tax.
 - Passing of adjustment entries to finalize the Financial Statements (Cross checking with GST/Income Tax provisions).
 - Inter Factory & vendor & Customer reconciliation.
 - Maintaining Asset register and Working of Depreciation schedule both on SLM and WDV method.
 - Developing a robust system for reliable data capturing.

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Ordnance Parachute Factory, Kanpur
(A unit of Gliders India Limited, Kanpur)
(Ministry of Defence, Govt. of India Enterprise)

Scope of Work cum SLA

- Working of NRV of Inventories at Unit level.
 - To coordinate at the time of Audit by CAG, Statutory, Internal/External auditors and prepare replies to the queries raised during the CAG Audit/ Statutory Audit/ Internal & External Audits and assist OPF in the responding to the queries.
 - C.A. firm should be responsible for settling any work/audit observations regardless of whether they pertain to the previous C.A. firm or current period.
 - Any other Accounting work considered necessary to complete the assignment.
3. All data shall be collected by C.A firm from various sections of the OPF unit for preparation of Financial Statement.
 4. C.A. firm shall not insist any specific mode of data collection such as hard copy/soft copy/by hand/e-mail. Data will be provided as per feasibility by the various sections of OPF.
 5. Monthly Profit & Loss statement shall be given by C.A. firm before 25th date of the next month.
 6. GST certificate shall be provided on monthly basis by C.A. firm itself or through third party to OPF.
 7. Providing support with virtual modes/Physical visit to the units and resolving the concerns, issues and queries raised by the Unit from time to time.

Other Requirements

1. The firm entrusted with the work will deploy professionally qualified C.A. at least four days per week, however this may be increased as and when required, according to factory working times for execution of the task.
2. The firm shall be required to deploy a minimum of 1 no. of senior financial advisor who is having the experience of practicing as C.A. for more than 10 years (experience certificate of C.A. to be submitted at time of deployment). The role of senior financial advisor (SFA) will be to supervise the activities as per terms and conditions of the contract and to be a single point of contact for interaction with management of OPF and rendering financial advice to the management of OPF. The SFA can be a partner or senior associate/employee.
3. Guiding and advising all Finance and Accounts Department of OPF Unit for FY 2024-25 & 2025-26 and providing support with respect to preparation & presentation of financial statements of OPF Unit in compliance to Commercial Accounting Norms (IND AS), best practices and in conformity to the requirements of CAG Auditors and Companies Act, 2013.
4. The firm shall be completely responsible for ensuring compliances with respect to all govt. rules and regulations on financial matters such as GST,IT,TDS,payments to vendors etc.
5. Imparting training of Book keeping & other finance related areas to the personnel of OPF on as and when required basis.
6. Guide OPF in the CAG audit & statutory/ internal audit and prepare replies to the queries (previous and current period both) raised during the CAG Audit & statutory/ internal audit and assist OPF in the responding to the queries with respect to accounting.
7. Provide advice to ensure compliance to all statutory requirements under the relevant Accounting Standards (IND AS) as required by the Companies Act.
8. Attend meetings of Internal Audit, Statutory Audit, Tax Audit, Supplementary Audit, Transaction Audit,

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Ordnance Parachute Factory, Kanpur
(A unit of Gliders India Limited, Kanpur)
(Ministry of Defence, Govt. of India Enterprise)
Scope of Work cum SLA

Secretarial Audit on as and when requires basis.

Any other related activity as may arise during the period of engagement.

SPECIAL TERMS AND CONDITIONS:

1. The C.A. firm has to quote their professional charges (All inclusive) on fixed cost basis considering all contingencies including Fooding/Lodging/Travelling expenses /Local conveyance/Overstaying/Stationery etc. No other charges shall be payable.
2. The firm should not assign whole or a part of contract to any other firm. Sub-letting of the contract is not allowed.
3. Submission of an indemnity bond by the firm to compensate for any loss to OPF on account of any failure/negligence or lapses in discharging the duty by the firm.
4. No price escalation is allowed during the tenure of the contract being fixed price contract.
5. Income Tax/other taxes, if any, will be deducted before payment as per the procedure in vogue.
6. No client Related Document, data or any kind of material shall be allowed to be taken or transmitted outside the OPF premises without written permission from the competent authority of OPF, in any manner whatsoever and shall function with highest standards of professional and ethical conduct. They shall sign Non-Disclosure Agreement with the OPF and exercise strict confidentiality of OPF data.
7. All representative of C.A. firm coming inside the factory must sign the register available at OPF main gate as well as register available in OPF/F&A section. All C.A. personnel are required to maintain a **daily work register** duly signed by them and get countersigned from HOS/F&A. Based on their attendance and performance, monthly JCR will be issued.
8. Payment Terms: Payment shall be made on quarterly basis (25% of Contract value) after getting job completion certificate from OPF User Section (OPF/ F&A).
9. Penalty Clause: GIL reserves the right to cancel/foreclose the S.O. in the event of Non-Satisfactory Performance (Quarterly Basis) with forfeiture of Performance Security Deposit.
10. In case of any dispute, provision of OFBPM 2018 shall prevail.

Priyam singh

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Ordnance Parachute Factory, Kanpur
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Scope of Work cum SLA

PART-B

Qualification Criteria Supporting Document to be submitted :-

Sr.	Qualification Criteria	Supporting Document to be submitted
1	The firm/bidder should be a firm of Chartered Accountants registered with The Institute of Chartered Accountants of India.	Latest Firm Card downloaded from SSP Portal of The Institute of Chartered Accountants of India
2	The head/branch office of the firm should be in the Kanpur Nagar District continuously for minimum 1 year as on the date of start of bidding of this contract.	Latest Firm Card downloaded from SSP Portal of The Institute of Chartered Accountants of India
3	The firm should be having an active GSTIN with registration date before the date of starting of bidding of this contract and the address of office in Kanpur as given in ICAI firm card should be shown as the principal/additional place of business in the GST Certificate.	GST Registration Certificate
4	The firm/bidder should have minimum 3 years of experience as a regular consultant for handling issues related to direct tax/indirect tax. Certificate of completion should be submitted in this regard.	Job Completion Certificate or Certificate by management for completion of service. or If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules and wish to claim exemption from the requirement of "Experience Criteria", then the proprietor or any of the partners of the firm must have completed "Certificate Course on GST" conducted by The Institute of Chartered Accountants of India and shall submit the scanned copy of certificate of the same.
5	The firm should have completed at least one contract for preparation of financial statements in any DPSU/PSU having turnover of at least Rs. 100 Crores in the year in which IND-AS was applicable to such DPSU/PSU during last 5 years till 31/03/2024.	Supply order copy along with Job Completion Certificate or Certificate by management for completion of service and copy of audited Profit & Loss Account is required to be submitted. or If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules and wish to claim exemption from the requirement of "Experience Criteria", then the proprietor or any of the partners of the firm must have completed "Certificate Course on Ind AS" conducted by The Institute of Chartered Accountants of India and shall submit the scanned copy of certificate of the same.
6	The firm/bidder or its proprietor/partner(s) or any of its employees should not be blacklisted from any Govt. Department or PSU and no disciplinary proceedings from any professional body or court should be pending.	Self declaration should be given.
7	(i) No. of C.A.'s on roll/partner with the firm/bidder : Min 02 (ii) Min 10 Yrs. Relevant Experience of at least one of the C.A. associated with the firm/bidder and for remaining Min 02 years of experience is required.	firm/bidder should submit the experience certificate of the associated C.A.'s.

Prigam Singh

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Ordnance Parachute Factory, Kanpur
(A unit of Gliders India Limited, Kanpur)
(Ministry of Defence, Govt. of India Enterprise)
Scope of Work cum SLA

	The firm/bidder should unconditionally accept all the terms and conditions of this bid.	Scope of Work & Qualification Criteria document signed and stamped on each page by the bidder.
9	The bidder should have minimum Average Annual Turnover (AATO) of Rs.15 Lakhs for F.Y. 2023-24, F.Y. 2022-23 & F.Y. 2021-22	Turnover certificate signed by a Practicing Chartered Accountant with UDIN. Self-Certification not applicable. or If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules and wish to claim exemption from the requirement of "Turnover Criteria", then the bidder must comply with the requirements of point no. 4 & 5 of Qualification Criteria of this bid.

Note:

1. The Chartered Accountant firms engaged as Statutory Auditors, Internal Auditors, Tax Auditors or as any other Auditors in GILHQ or any of its units on the date of starting of bidding are not eligible to participate, in order to prevent clash of interest.
2. If the bidder firm is engaged as Statutory Auditors, Internal Auditors, Tax Auditors or as any other Auditors in GILHQ or any of its units after the date of award of contract, the contract will automatically be cancelled w.e.f. the date on which the bidder firm is engagement as auditor(s).
3. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall submit their latest Udyam Registration Certificate along with all the technical documents, failing which the exemptions of EMD, Experience Criteria and Bidder Turnover will not be given.
4. Price bid of only those firms will be opened which will qualify in technical bid.

[Firms must ensure that all the relevant documents enclosed to substantiate their claim (All Registration Certificates/Appointment Letter or any other material documents must be legitimate as on the date of final Submission].

Priyam Singh
9/7/24
WM/P(F&A)

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09/07/24
HOS/F&A

[Signature]
Jt.GM/F&A

Undertaking for Custom Bid / BoQ Creation on GeM

(to be filled by the Competent Authority)

Date: 22/08/2024

File number: TPC-IV

Subject: Undertaking for Creation of Custom Bid / BoQ for Goods / Services required on GeM

1. Goods / Services Required (Please specify the exact goods / services required):
2. Search String Used in the GeM Availability Report & Past Transaction Summary (Please state the exact search string used to find suitable categories):
3. GARPTS ID (mention GeM Availability Report ID):
4. Categories which will be selected for sending notification from GeM:

Category 1: (Category name)

Category 2: (Category name)

Category 3: (Category name)

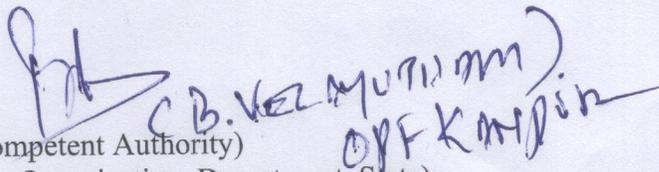
5. Undertaking:

I acknowledge that the creation of a custom bid/BOQ is an exceptional process, warranted only when categories are unavailable on GeM for the required goods/services. I, (Your Name), undertake to the following:

1. Our office/organization has diligently conducted a comprehensive search using the provided search parameters, confirming the absence of relevant categories for goods/services.
2. To the best of our knowledge, our office/organization has provided an accurate and detailed description of the required goods/services in para 1 above.
3. We have meticulously selected the most relevant categories for notification in para 4 above.
4. Our office/organization stands fully prepared to justify the necessity for a custom bid/BOQ to GeM upon request.

Signature

(Name of Competent Authority)
(Designation, Organization, Department, State)


C.B. VELAMURI
OFF KANDUR

Note - This undertaking will be attached to BoQ/Custom bid published and will be available in public domain.

MINUTES OF TPC LEVEL-IV FOR VENDOR SELECTION FOR HIRING OF REGISTERED CA FIRM

TPC-IV DECISION

In view of above, TPC-IV decided procure required Service for "Hiring of Registered CA firm" through Custom Bid (100% OTE) with Reverse Auction for Services on GeM with Scope of work cum SLA provided by user section attached pg.no.1-6 and with following details:

Term	Details
1 Item Details	Hiring of Registered CA firm
2 Qty	1 whole job (as per scope of work cum SLA)
3 Type of TE	100% OTE through Custom Bid with Reverse Auction for Services on GeM
4 No. of Bids	Two Bid
5 Tender Fee	Not-Applicable
6 EMD Amount	Rs 63000/- (EMD @3% of estimated value)
7 Option Clause	25%
8 Pre-Bid Conference	No
9 Pre-Contract Integrity Pact	Not applicable (being value of case less than 50 Lakh)
10 Name and Address of IEM	-
11 Inspection Type	Final Inspection at Buyer's premise
12 Inspection Authority	The GM/OPF, Kanpur
13 Inspection Officer	The GM/OPF, Kanpur or his auth. Rep.
14 Price Variation Clause	Not Applicable
15 Distribution of tender quantity	No
16 Delivery	
(i) Mode	FOR OPF Kanpur
(ii) Terms	-
(iii) Schedule	12 months
17 Public Procurement (Preference to make in India)	Applicable
18 Public Procurement for MSEs, order 2012	Applicable
19 Conflict of Interest Clause	Not Applicable
20 PSD	Applicable @ 5% of total contract value, if exceeds Rs 10 Lakh
21 Validity	As per GeM
22 TOD	15 days
23 Time allowed for Technical Clarification	02 days
24 Other Condition	As per bid condition & Scope of Work cum SLA (06 Pages)

AK
22/08/24

(AMARDEEP KUMAR)
WM/ QC
MEMBER QUALITY

(B. VELAYUTHAM)
JWM/PV(ID)
MEMBER SECRETARY

P
22/08/2024

(PRAVEEN CHANDRA)
AWM/P
CHAIRMAN

Priyam Singh
22/8/24

(PRIYAM SINGH)
WM/P
MEMBER FINANCE & USER