



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5455407
Dated/दिनांक : 30-09-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	11-10-2024 14:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	11-10-2024 14:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Defence
Department Name/विभाग का नाम	Department Of Military Affairs
Organisation Name/संगठन का नाम	Indian Air Force
Office Name/कार्यालय का नाम	*****
Item Category/मद केटेगरी	Financial Advisory Services - Onsite; Tax Advisory
Contract Period/अनुबंध अवधि	1 Year(s) 6 Month(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	5 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 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),Additional Doc 1 (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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	Yes
RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders

Bid Details/बिड विवरण	
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
Estimated Bid Value/अनुमानित बिड मूल्य	126000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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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 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [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 the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

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 first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of work to be uploaded by buyer:[1727682615.pdf](https://www.gem.gov.in/attachment/1727682615.pdf)

Financial Advisory Services - Onsite; Tax Advisory (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Onsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly and Quarterly
Type of Professional/Resources required	Chartered accountant , Tax expert , GST expert
Qualification of Professional/Resources required	CA , Knowledge Expertise , ICWA
Certification of Professional/Resources required	Indian Accounting Standards (Ind AS)
Total Experience of Professionals / Resources (In years)	5 - 7 Years
Addon(s)/एडऑन	
Post Financial Advisory Support	Yes

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	*****	*****AMBALA	1	<ul style="list-style-type: none">Number of months for which Post Advisory support is Required : 12

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

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

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. 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---

**TERMS AND CONDITIONS OF CONTRACT FOR
HIRING OF CHARTED ACCOUNTANT SERVICES**

SCOPE OF WORK: "Hiring of Chartered Accountant services" ON CONTRACT BASIS at Air Force Station Ambala Cantt, Haryana-133001.

TERMS & CONDITIONS:

1. The said contract will be initially for a period from 01 Oct 2024 to 31 Mar 2026 or 18 months commencing from the date of signing the contract, which may be extended further for a maximum period of two years with same terms & conditions subject to mutual consent of both the parties and subject to satisfactory performance of contract. However, in normal circumstances the Agreement is terminable by giving two month notice in writing by either party to the agreement.
2. The Contracting Agency shall render the services as mentioned in the scope of work of the tender document as below :
 - a) Compilation, filing of TDS return and technical resolution of all the TDS related matters, if any, TDS related assessment both in the cases of receivable and payable, if any (Already having TAN No).
 - b) Compilation of GST Input on monthly basis so that appropriate tax is deposited. Filing of GST return and compile with all the GST related matters with GST Authority (Already having GST No and paying GST regularly). To provide necessary guidance on GST Rules and for availing of credit rules and related action and filling requisite returns within prescribed time limit.
 - c) Compilation of Professional Tax liabilities and filing of returns with IT Department and related issues.
 - d) Compilation and tabulation of GST, Professional Tax and TDS payable.
 - e) Reconciliation of TDS payable/paid by AOC, Air Force Station Ambala Cantt on monthly basis.
 - f) Assist Accounts staff during audit related queries with GST, if any, CAG audit, Statutory audits, internal audit and reply of the paras if any, given by the auditors.
 - g) Preparation of TDS Certificate on behalf of AOC, Air Force Station Ambala Cantt on quarterly basis for the issue to the parties.
 - h) Checking of appropriateness of tax deduction at source from payments made to parties, its timely deposition and filing of requisite return by due date and guidance of TDS matters
 - i) The CA firm/agency shall be personally responsible for the work allotted to her/him, She/He shall sign each page of various returns and reports/forms.
 - j) CA is obliged for post compliance services.
 - k) Renewal of Digital Signature Certificates.

3. Payment to the firm/agency shall be made on quarterly basis on submission of bill by the firm/agency and on rendering satisfactory service by the firm/agency.

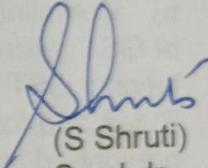
4. In case of death or mishap leading to any injury or disability whatsoever, occurred during discharging the duty, the compensation /legal or any other liability will solely rest with the CA firm/agency.

5. The CA firm/agency's authorized representative (Owner/Director/Partner/Manager) shall personally contact Senior Accountant Officer, Air Force Station Ambala Cantt at least once a month.

6. In case of any dispute with regard to providing services and interpretation of any clause of the Agreement, Ambala District Court will have the jurisdiction to settle and decide all the disputes.

7. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

8. The CA firm/agency will be held wholly responsible for any action taken by statutory bodies for violation/non-compilation of any such provision/rule.


(S Shrutti)
Sqn Ldr
Dy SAO

ADDITIONAL TERMS & CONDITIONS

1. It is mandatory for the bidding Chartered Accountant Firm(s) to have their office at Ambala as per records of Institute of Chartered Accountants of India (ICAI) with more than 05 years of standing, minimum turnover of 5 lacs in each of last three financial years i.e 2021 - 2022, 2022 - 2023 and 2023 - 2024 and valid GST Registration/Exemption certificate as on date of submission of bid. Bidder needs to mandatorily attach ICAI Firm Constitution Certificate and self - declaration on letter head of firm regarding turnover of CA Firm in each of last three financial years. Documentary proof is to be attached along with the bid.
2. The bidder should have experience of providing similar services to at least one central government -ministry/department/ organization/institute/body for at least 3 years in the last 5 financial year(s). Experience Certificate of satisfactory completion of work with following details (a). Name of Organization (b). Address of Organization (c). Nature of Work (d). Date of Start (e). Date of Completion need to be mandatorily attached. Documentary proof is to be attached along with the bid
3. Chartered Accountant overseeing the entire work should have experience of more than 05 years and should be either proprietor/partner/employee of the CA Firm as per ICAI Firm Constitution Certificate as on date of submission of bid. He/she will be required to personally visit Air Force Station, Ambala Cantt onsite at least once in month.
4. Sub- letting of work to any other CA firm/person is not allowed under any circumstances.
5. Bidder needs to quote all-inclusive price and no extra amount viz GST, Labour cess, fooding, clothing, accommodation, local conveyance, parking fees etc will be paid other than the amount quoted in bid.
6. Bidding CA Firm and or its proprietor/partner/CA Employee should not have been debarred from practice or subject to any disciplinary action at any time by the Institute of Chartered Accountants of India. A self-declaration to this effect on the letter head of the firm is required to be submitted.
7. Bidder has to apply through GeM Portal only, bid received through any other mode other than GeM Portal will not be considered.
8. Any change that will be made in the bid document by competent authority after issue of bid will be intimated in the form of corrigendum for incorporating the same in the bid document
9. No alteration and addition anywhere in the bid document are permitted. If any of these are found, the bid document will be summarily rejected
10. The bid will be valid for a period of 90 days from the date of opening of bid.
11. In the event that the specified date for the submission of bid is declared, a holiday, then the bid will be up-to on the next working day on same time.
12. Bidder shall not revoke his bid or vary its terms and conditions without the consent during the validity period of the bid.
13. The bidder may withdraw its offer after its submission provided that written notice of withdrawal is received by the Bureau prior to the closing date and time prescribed for submission of offer.

14. The bidder or authorized person of the bidder is allowed to take part in the opening of bid and for the same they should submit the identification card or authorization letter.

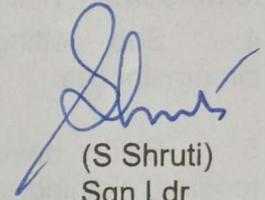
15. Bid Notice and the General Terms & Conditions shall form the part of the Contract.

16. The Organization reserves the right to suitably increase /reduce the scope of the work put to this Bid.

17. Only the bid that qualifies in the technical scrutiny shall be further considered for opening of the financial bid.

18. Duly signed and stamped copy of acceptance of Additional Terms and Conditions and Scope of work needs to be mandatorily attached.

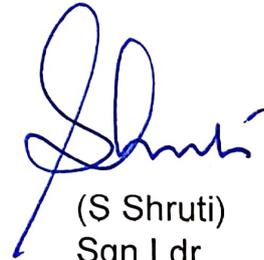
Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between AOC, Air Force Station Ambala Cantt and the Agency and any non compliance shall be deemed as breach of the Contract/ Agreement.



(S Shruti)
Sqn Ldr
Dy SAO

SCOPE OF WORK

SI No	Description/Services	Frequency
1	Filing of GSTR-1	Monthly
2	Filing of GSTR-3B	Monthly
3	Filing of GSTR-7	Monthly
4	Filing of TDS Return-24Q	Quarterly
5	Filing of TDS Return-26Q	Quarterly
6	Filing of TDS Return-27EQ	Quarterly
7	Consultancy Services	As required
8	Post Compliance Services	Quarterly
9	Onsite Services	Monthly
10	Renewal of Digital signature Tokens	On expiry



(S Shruti)
Sqn Ldr
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