

SARDAR SAROVAR NARMADA NIGAM LIMITED

OFFER DOCUMENT

INVITATION FOR THE OFFERS FOR APPOINTMENT OF CHARTERED ACCOUNTANT FIRMS AS CONSULTANT FOR GST-TDS RETURN FILLING & RELATED MATTER FOR PERIOD OF ONE YEAR FROM DATE OF ORDER OFFER

PERIOD: 01.12.2024 TO 30.11.2025

BID PARTICULARS	ATTECHMENTS
Offer Contains	ANNEXURE – I TO ANNEXURE – VI
Two Cover System	1) Technical Bid - (along with Evidences – in online & Physical form) 2) Financial Bid – (online only)

TENDER SCHEDULE OF TENDER EVENTS

Sr No	Event	Date and Time
1	Tender Issue Date	05/10/2024
2	Last Date and Time for submission of written queries for clarification only by e-mail on cgmactssnnl@gujarat.gov.in	08/10/2024 18:00 hrs
3	Last Date and Time for reply/ clarification/ corrigendum as case may be by SSNNL in response to the query of bidders.	11/10/2024 18:00 hrs
4	Last Date and Time for submission of Online proposal (Technical and Financial).	24/10/2024 17:00 hrs
5	Last Date and Time for submission of Physical proposal (Technical) and EMD. Mode of Acceptance :	28/10/2024 17:00 hrs <u>BY RPAD/ SPEED POST/ COURIER</u>
6	Date and Time of Opening of Technical Bid	28/10/2024 17:30 hrs
7	Date and Time of Opening of Financial Bid	To be informed to Technically qualified bidders well in advance.
8	Contact person for queries	1. Sh. N. N. Shah [Manager (A/cs.)] manactssnnl@gmail.com 2. Sh. J. R. Gohil [Dy. Manager] manactssnnl@gmail.com
9	Address for communication	Chief General Manager (A/Cs) Block No. 12, 7 th Floor, New Sachivalaya Building, Sector-10A, Gandhinagar-382017, Gujarat. Phone : 079-232 52767, 079-232 52771
10	Website	www.gem.gov.in
11	Bid validity	180 days

Note: -

1. The Financial bid is to be submitted online on GEM portal only.
2. Technical and other document to be submitted online on GEM portal as well as physically at the address mentioned in the document.
3. Tender fee and EMD is to be submitted physically only.

Notice inviting the proposal from firms of Chartered Accountants for providing the services as Consultant for GST-TDS return filling work & related matter.

Sardar Sarovar Narmada Nigam Limited was incorporated under the provisions of companies Act for the execution and operation of the Sardar Sarovar Project consisting of Dam, Canals and Powerhouses and canal distribution network. It is a wholly owned Govt. of Gujarat undertaking.

The Sardar Sarovar Project is an interstate multipurpose river project for development of irrigation by creating about 17.92 lakhs hectares' annual irrigation through canal system and by generating hydropower to the extent of 1450 MW through River Bed Power House and Canal Head Power House. It is one of the largest water resources development projects in India.

*Nigam intends to avail the services from the firms of Chartered Accountants as Consultant of GST-TDS Return Filling Work & related matters for all offices under SSNNL. CA firm sending the proposal must have exposure of GST-TDS return filling works of Government organization. Firm qualified on the basis of two bids system will be responsible for providing range of services mentioned in **Annexure-I (Scope of work)** below.*

There will be two bid system. Each firm complying with **all the technical criteria** should send technical bid (Annexure-II) in sealed cover and online portal. Financial bid (Annexure-III) as mentioned below. **Professional fee and other financial terms and conditions are to be mentioned in the form of financial bid (Annexure-III) online only and not in physical form and/or along with technical bid.**

Minimum Technical eligibility criteria are mentioned in **Annexure-IV** mentioned below. Only the firms meeting with all the minimum Technical eligibility criteria should send their proposals. Further each firm meeting with the said criteria and submitting the proposal to Nigam for this assignment has to attach the proofs/evidences mentioned in **Annexure-V**. Firms applying for this tender shall furnish undertaking mentioned in **Annexure-VI**.

Firms of Chartered Accountants meeting with the minimum eligibility criteria are requested to submit their proposal on online portal and also in physical form containing technical bid and along with proofs/evidences in sealed cover super scribing as **"Proposal providing the services as Consultant for GST-TDS return filling work & related matter"** to the Chief General Manager (Accounts) through courier/R.P.A.D./speed post at above mentioned address on or before, **28th October, 2024**. While financial bid is to be submitted on line till **24th October, 2024**.

For scope of work, format of financial bid, technical bid, selection procedure, list of evidences please go through the Annexure attached herewith.

Date: - 07.10.2024

(R. A. Megha)

Place: - Gandhinagar

Chief General Manager (Accounts)

ANNEXURE – I

(Scope of work & other conditions)

Scope of work & other conditions in respect of Consultant for GST-TDS return filing work & related matter: -

Head office of the SSNNL is situated at Gandhinagar. Presently there are 66 Division offices working at different locations. Chartered Accountant firm will work as Consultant for GST-TDS return filing work & related matter under GSTR-7 in respect of following aspects in respect of Head office as well as 66 division offices.

1. Scope of Work

- 1.1. The details regarding GST-TDS return filing should be kept with the accounts of each office and by visiting and obtained at the end of every month by firm in constant touch, so that the work to be done can be completed properly within the stipulated time frame.
- 1.2. Firm provide all kind of guidance and assistance as required by the concerned office regarding GST-TDS and visit the concern office as and when required or called upon.
- 1.3. The challan of the deducted amount of GST-TDS should be generated online, printed out by the Firm & given to the concerned office which should be provided within 3 days after the completion of that month and coordination with the office for immediate reimbursement of this challan amount to the government by the concerned office.
- 1.4. In respect of this TDS which has to be filed within the prescribed time limit from the end of that month as per GSTR-7 and/or the instructions from time to time of the Government. Also as per the instructions of the Government after deduction of GST-TDS the GSTR-7-A other required certificate should be prepared and given to the concerned office. Also, as the need arises in this regard, the revised return has to be filed and all the procedures incidental to it have to be completed.
- 1.5. Hard & Soft copies, Acknowledgment, and all relevant papers/documentary evidences duly downloaded from GST website and should be provided by the Firm to the concerned office.
- 1.6. If any notice is given by the concerned authorities regarding the GST-TDS RETURN filed by the Firm, the same should be properly disclosed to the concerned in writing/in person. If any penalty is payable as a result of the Firm's

mistake or negligence, the Firm will be liable for the same.

2. Other Terms & Conditions

- 2.1. SSNNL, Gandhinagar reserves the right to cancel this work order at any stage by giving 30 days' notice to the concerned without mentioning any reason. If the Firm does not want to work, it has to be informed by giving a 30-day notice.
- 2.2. This assignment may be extended by mutual consent for one more year on completion of its fixed period.
- 2.3. The firm cannot assign / outsource / sublet the work entrusted, or sub contract it in any manner what so ever, or any portion of it, to any others Chartered Accountant firm /other individuals.
- 2.4. The estimated amount of fees per each monthly return including GST is **Rs. 2500/-** i.e. Total approximated value of this assignment is **Rs. 15,00,000/-** (Inclusive of GST & all other applicable taxes) for all Head/Division offices under SSNNL. However, firms applying for this assignment may quote lower or higher fees than estimated fees considering the scope of work, available man power, experience, their judgment and any other factors which they deem appropriate. **However, quoting of unreasonable low fees will render the firm ineligible and Further, Management, at its discretion, may take appropriate decision regarding said assignment considering the circumstances of case and in the interest of said assignment and organization.**
- 2.5. **Chartered Accountant firms already engaged with the SSNNL in the existing assignment of Internal Audit or Statutory Audit or Pre-Audit work will be ineligible for this assignment.**
- 2.6. If any problem found during the above operations, you have to contact the Chief General Manager (Accounts).
- 2.7. In case of any dispute, the decision of Managing Director, SSNNL, Gandhinagar will be final. Both the parties shall be given due opportunity of presentation before making such decision. The jurisdiction shall be Gandhinagar (Gujarat) in case of legal proceedings.
- 2.8. The assignment will be required to be carryout in respect of field offices and/or Head office for the matters pertaining to GST-TDS. **Further any merged/closed division/field office or newly opened offices will be part of this assignment.**

3. Payment of the Assignment:

- 3.1. For this work monthly return filling fee (+) other applicable statutory charges/taxes (+) Payment of Filing fees/charges paid by the Firm for the purpose of filing returns will be paid to Firm by the Head office by providing necessary proof/evidence.
- 3.2. **No fee shall be payable on the revised return in any case.**
- 3.3. Fees shall not be payable for the month in which no GST-TDS deduction has been made.
- 3.4. A bill in respect of the work done by the Firm shall be presented to this office and shall be paid after scrutinizes the bill. The payment of fees will be made by this office on Quarterly basis. No out of pocket/ T.A./D.A. will be paid for the assignment.
- 3.5. All the applicable taxes will be deducted as TDS from the payments. However, the amount of GST shall be separately paid to the Firm.
- 3.6. The GST as applicable will be paid extra. The Firm shall submit the proof of GST paid within the next quarter. No taxes other than GST will be paid unless otherwise specified in the assignment.
- 3.7. **The firm should quote the rates for each return per month per office.**

4. Tender Fees/EMD/Security Deposit/B.G.:

- 4.1. The amount of **Rs.45000/-** has to be submitted as EMD in the form of account payee demand draft payable at Gandhinagar or in the form of bank guarantee. However, Firm having valid MSME certificate as on date of tender shall be eligible for exemption of EMD / Bank Guarantee.
- 4.2. The bank guarantee and Account Payee demand draft shall be issued in favour of **“Sardar Sarovar Narmada Nigam Ltd. Gandhinagar”**. Bank guarantee shall be issued by or demand draft shall be drawn on any bank as is mentioned in the list of banks as per GR issued by DMO branch of finance department, Government of Gujarat.
- 4.3. Above Bank Guarantee or account payee Demand draft shall be sent along with the technical proposal but in different cover on or before **Dt. 28/10/2024**. (Date of submission of physical application) in second cover sent with the technical bid which shall contain Account Payee Demand draft of tender fee (applicable

as per Gem Porta), EMD and certificate of ICAI as on latest date before issuance of date of notice for this assignment.

4.4. Firm appointed for the assignment has to submit the bank guarantee to the extent of 5% of total assignment value or **Rs. 75000/-** whichever is less for the whole term of assignment and six months after the completion of assignment. Bank guarantee should be issued by the Bank which is duly notified in the list of banks as per GR of Finance Department, GOG issued from time to time.

General terms and conditions of GeM portals will be applicable.

I have read all the terms and conditions mentioned above and the same are acceptable and agreed by me/us.

Date:

Signature of Authorized Signatory

Name & Designation

Seal of Office/Firm Partner

ANNEXURE-II

(Format for Technical Proposal)

1. Name of Firm: - _____
2. Status of the Firm: - [Partnership or proprietor ship firm]
3. Registered address of Head office: - _____

Land Line No: - _____

Mo. Nos.: - _____

Email Id: - _____

Name & Mobile No of Contact Person: - _____

4. ICAI firm registration no. and date of Establishment: - _____

(As per certificate issued by ICAI as on 30.06.2024)

PAN: - _____ (Attach Copy)

GST Registration No: - _____ (Attach Copy)

5. A. Details of CAs as partners/proprietor (as shown as per certificate of ICAI as on 30.06.2024 or as on latest date before the issuance of date of notice for this assignment): -

Sr. No.	Name	Member Ship no.	Qualification	Age	Date of Joining	Date of ACA	Date of FCA

- 5.B. Details of CAs as full time paid employees (as shown as per certificate of ICAI as on 30.06.2024 or as on latest date before the issuance of date of notice for this assignment): -

Sr. No.	Name	Member Ship no.	Qualification	Designation	Age	Date of Joining the firm	Date of ACA	Date of FCA

6. Total receipt of fees (as per audited annual account and tax audit report attached – along with IT return filed): -

Financial Year	Financial Year Total fees (in Rs.)
2021-22	
2022-23	
2023-24	

7. Experience of handling, **at least 3** assignments as GST (TDS) Tax consultant of matters in **last 5 years (as on 31.03.24)**, or **having on hand at least 3 assignments as on date** in respect of **Govt. (GOG or GOI) Company (Turnover of the Company must be minimum Rs. 200 crore or more in the year of assignment.)**

Name of Organization	Type of Organization	Nature of Work	Location	Period of Assignment	Gross Turnover of Organization

[Please attach appointment letter in each case & relevant pages to justify the turnover of the Govt./ Non-Govt. Company.]

Notes: -

- Govt. undertaking includes Govt. (GOG or GOI) P.S.E., Boards, Nigam, Company, Corporation, Organization, Authority excluding Banking and Insurance Company. In respect of non-Government undertaking, only the assignments of Pvt. or Public Limited Company or recognized Co-Op. Union registered in Gujarat State will be considered as eligible assignment.
- Each appointment order will be treated as separate assignment.
- Turnover (Point no.7 above) will be in respect of the year of assignment only and same must be evidenced by the photo copies of audited annual account of the Company in respect of relevant period for each year of assignment. In case of ongoing assignments for F.Y. 2024-25, turn over till 31.08.2024 is to be considered evidenced by the certificate of respective organization.

Certificate

I/We under signed here by certify that all the information mentioned above is true and correct.

Date:

Place:

Sign:

Name & Designation:

ANNEXURE - III

(Format for Financial Proposal)

Sr. No.	Particulars	Amount (Rs.)
1	Fees for GST-TDS return filling & related work for each return per month per office (for all Head/division office of SSNNL)	
Total:-		

Notes: -

- (1)** Fees mentioned above are inclusive of all the cost (out of pocket expenses & transportation charges). No Extra charges will be paid.
- (2)** GST will be paid extra as applicable rate.
- (3)** Rate should be mentioned for 1 return only (Per return per month per office basis. Not annual Rate) and not lump sum basis.

Date:

Sign:

Place:

Name & Designation:

Seal/Stamp of Firm

Note:-

This Financial proposal should be submitted online only in financial bid not in physical form.

ANNEXURE - IV

(Selection Procedure)

Details of minimum eligible technical criteria for this assignment are as under: -

(A) Technical Eligibility criteria: -

Sr. No.	Minimum Technical Eligibility Criteria	Proof to be enclosed
1.	It should be proprietorship or partnership firm of Chartered Accountants having registered head office in Ahmedabad or Gandhinagar .	Certificate of Constitution of firm as at 30.06.2024 or as on the latest date before the issuance of notice for this assignment, issued by the Institute of Chartered Accountants of India.
2.	The Chartered Accountants firm should have a minimum experience of 15 years of continuous practice.	Certificate of Constitution of firm as at 30.06.2024 or as on the latest date before the issuance of notice for this assignment, issued by the Institute of Chartered Accountants of India.
3.	The firm should have at least 5 full time C.A.s as on 31.03.2024 (including the proprietor, partner and full time C.A. employees)	Certificate of Constitution of firm as at 30.06.2024 or as on the latest date before the issuance of notice for this assignment, issued by the Institute of Chartered Accountants of India.
4.	The firm should have an average minimum receipts of fees from Profession of Rs. 50 Lac (Rupees: Fifty Lac) in the last 3 years ended on 31st March 2024 .	Copy of Audited income and expenditure account & balance sheet along with Tax Audit Report and copy of Income Tax Return of the firm are to be submitted.
5.	The firm should have handled at least 3 assignments in last 5 years (as on 31.03.2024), or should have at least 3 assignments on hand as on date (31.03.2024) as consultant for GST –TDS and other taxes matters of Govt. (GOG or GOI) undertaking/non-Government Company having turnover of Rs. 200 crore or more in the year of assignment. Each appointment order will be treated as separate assignment.	Appointment letters along with name of the Company, Type of organization, nature of work, type of assignment, location, period of appointment Gross turnover of the Company for the year of assignment (photo copies of the relevant part of audited annual account of the concerned period) are to be submitted. In case of ongoing assignments for F.Y. 2024-25, turnover till 31.08.2024 is to be considered evidenced by the Certificate of respective organization.
6.	The firm will attach the certificate from organization having successfully handled the assignment.	Certificate from organization is to be attached. Format of the same is mentioned Annexure-IV.1 will be filled up by bidder and relevant documents should be attached with format.

ANNEXURE – IV.1
FORMAT OF CERTIFICATE
(Point no.7 of Annexure-IV)

[To be issued on letter head of organization]

Name of Organization	Type of Organization	Nature of Work	Location	Period of Assignment	Gross Turnover of Organization	Certificate for successful handling of Assignment attached (Yes / No) copy of the same should be submitted with this certificate (if no then appointment/work order must be attached)

Above details are verified and certified by our firm, in case of any discrepancy found, the work order should be canceled at any stage of the assignment.

Date:-

(Signature of Authorized Person)

Place:-

Seal/Stamp of Organization

Notes:-

1. All the firms of Chartered Accountants meeting with the minimum technical eligibility criteria as evidenced by the proof will be considered as qualified. Price bids of all such technically qualified firms will be opened and considered for evaluation. In other words, proposals of the firms not meeting with any of the above referred criteria will be rejected forth with and will not be considered for further process of evaluation. Further, proposals with incomplete details/evidences will also be rejected forth with. However, SSNNL reserves the right to call any information/details from the firms in case if it is deemed appropriate to do the same for the sake of said assignment in the interest of Organization.
2. Each Chartered Accountants firm applying for the said assignments has to attach the proof in support of various technical criteria as stated here in above.
3. C.A. Firm will be selected on the basis **L1** for the said assignment. If there are more than one firm qualified as **L1**, SSNNL reserves the right to distribute the work among such firms or to take appropriate decision as it deems fit in such circumstances.

ANNEXURE – V

List of Documents to be attached with the Technical Bid

- (1) A copy of Letter from The Institute of Chartered Accountants of India mentioning Registration No. and Details of Proprietor/Partners & Paid CA employees as on 30.06.2024 or as on the latest date before the issuance of notice.
- (2) Copies of Audited Income and expenditure account, Balance Sheet and Tax audit reports for the last three years (F.Y.2021-22, 2022-23 and 2023-24).
- (3) Copies of Income Tax Returns for the last three years (F.Y.2021-22, 2022-23 and 2023-24).
- (4) List of Government (GOG or GOI)/Non-Government undertakings whose work of consultants GST-TDS and other Taxes related matters handled within last 5 years (as on 31.03.2024) or such assignments on hand as on date for current financial year i.e. F.Y.2024-25 specifically mentioning the name of such organization, nature of work, type of assignment location, period of appointment for the said assignment, Gross turnover of the organization for the relevant period.

[Details of assignments of those Govt. (GOG or GOI) undertaking/Non-Government Company in whose case, the gross turnover of the organization for the year of assignment is Rs. 200 crore or more are to be mentioned]

[Attach copy of the appointment order and photocopy of relevant part of audited annual account of Company for each assignment mentioned above. In respect of ongoing or on hand assignment in respect of F.Y. 2024-25, certificate of the respective organization regarding turnover till 31.08.2024 is to be attached.]

- (5) Certificate from organization regarding successfully handling of assignments.
- (6) Declaration as per **Annexure-VI** on the letter head of the firm/agency should be attached

ANNEXURE – VI

Undertaking

We hereby confirmed that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s) / information is false, fraudulent or forged or fabricated.

We hereby confirm that our Bid complies with the total technical-commercial requirements/ terms and conditions of the Tender Document and subsequent addendum/corrigendum (if any), issued by SSNNL, without any deviation/ exception/ comments/ assumptions.

We also confirm that we have quoted the prices without any condition and deviation.

We further confirm that any reservation on terms and conditions/counter conditions, if any, mentioned in our bid (Technical as well as Financial) shall not be recognized and shall be treated as null and void.

We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'.

We hereby confirm that firm/entity or any partner of the firm or firm/entity has not been convicted/no proceedings have been initiated in past nor any proceeding is under progress regarding disciplinary proceedings/criminal case/any other legal case by any regulatory authority/any court/any Government Department/any Government organizations/entities etc.

We further confirm that, we have not been in negative list /have not been blacklisted by any Public Sector Undertaking/ any Government Organization /SSNNL/any Government Department/ any HOD/ any Government Entity etc.

We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any noticed in future, our Bid may be rejected / terminated.

We hereby confirm that we have gone through and understood the Tender Document and that our Bid has been prepared accordingly in compliance with the requirements/ provisions mentioned in the said documents.

We undertake that Tender Document shall be deemed to form part of our bid and in the event of award of work to us, the same shall be considered for constitution of Agreement. Further, we shall sign and stamp each page of the Tender Document as a token of Acceptance and as a part of the Contract in the event of award of Contract to us.

We further confirm that we have quoted our prices in electronic mode through GEM portal on line. We confirm that rate quoted by us includes price for all services as mentioned in the Tender Document.

Stamp and signature of bidder: _____

Name of bidder: _____

NOTE: To be stamped and signed by the authorized signatory/Partner of firm on letterhead of bidder.