



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5500758
Dated/दिनांक : 21-10-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	04-11-2024 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	04-11-2024 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	60 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Labour And Employment
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Employees State Insurance Corporation (esic)
Office Name/कार्यालय का नाम	Jharkhand
Item Category/मद केटेगरी	Manpower Hiring for Financial Services - Offsite; Chartered Accountant and Financial Advisor
Contract Period/अनुबंध अवधि	3 Year(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	2 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (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 Details/बिड विवरण

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	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	360000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	38

(a). 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 :

Assistant Director
Jharkhand, NA, Employees State Insurance Corporation (ESIC), Ministry of Labour and Employment
(Ajeet Neelam Bhengra)

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

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. 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.
4. 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.
5. 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.
6. 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.
7. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of Work:[1728889116.pdf](#)

Manpower Hiring For Financial Services - Offsite; Chartered Accountant And Financial Advisor (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Offsite
Type of Professional/Resources required	Chartered Accountant and Financial Advisor
Certifications of Professional/Resources required	As per ATC
Qualification of Professional/Resources required	As per ATC
Total Experience of Professionals / Resources (In years)	02 years or above
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	Number of manpower deployed	Additional Requirement/अतिरिक्त आवश्यकता
1	Amit Kumar Ranjan	834010,Regional Office, Employees State Insurance Corporation, Panchdeep Bhawan, Namkum, Ranchi	1	<ul style="list-style-type: none">Number of Months : 36

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. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

4. **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.

5. **Service & Support**

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

6. **Past Project Experience**

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

7. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

ESI Fund Account No. 1
payable at
Ranchi

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

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 कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---

Notice for Empanelment of FINANCIAL ADVISOR

1. Introduction:-

Regional Office, ESI Corporation, Ranchi (Jharkhand) invites E-tenders from qualified and experienced CA/FINANCIAL ADVISOR (individual/firm) for empanelment to provide services related to filing of TDS (Tax Deducted at Source), GST (Goods and Services Tax) and Professional Tax returns of our employees/service providers/parties on monthly / quarterly basis. The empanelled CA/FINANCIAL ADVISOR (individual/firm) will be responsible for ensuring compliance with all applicable financial, advisable tax laws and regulations.

2. Scope of Work:-

The empanelled CA/FINANCIAL ADVISOR (individual/firm) will be responsible for the following:-

i. TDS:

- a. Filing of monthly/quarterly TDS returns (24Q and 26Q) of 260 Employees and 30 Services Providers/ parties.*
- b. Issuance of TDS certified financial advisories (Form 16, Form 16A, etc.)
- c. Handling TDS-related queries and notices
- d. Advisory on TDS compliance

ii. GST:

- a. Filing of monthly/quarterly GST returns of parties.*
- b. Reconciliation of GSTR-1, GSTR-2A, and GSTR-3B.
- c. Handling GST-related queries and notices.
- d. Advisory on GST compliance.

iii. Professional Tax:

- a. Filing of monthly/quarterly /annually Professional Tax returns.
- b. Handling Professional Tax-related queries and notices.
- c. Advisory on Professional Tax compliance.

iv. Other:

- a. Providing tax-related advisory services.
- b. Assisting in tax audits and assessments.
- c. Any other tax-related work as assigned.

*Number of employees/parties may increase and/or decrease as per requirement during the period.

3. Eligibility Criteria:-

- i. The CA/FINANCIAL ADVISOR (individual/firm) should be registered with the Institute of Chartered Accountants of India as Chartered Accountant.
- ii. The CA/FINANCIAL ADVISOR (individual/firm) should have a minimum of 2 years of experience in handling TDS, GST, and Professional Tax matters.
- iii. The CA/FINANCIAL ADVISOR (individual/firm) must have to submit an affidavit / undertaking for non blacklisting of his (Firm) and abiding the terms and conditions of the tender.

4. Selection Process:-

The selection of the CA/FINANCIAL ADVISOR (individual/firm) will be based on qualification, experience and expertise of the firm. The financial proposals of the shortlisted CA/FINANCIAL ADVISOR (individual/firm) will be evaluated based on the weighted average of quoted fees/charges and other financial parameters.

5. Performance Condition:-

- i. In case of any delay or non-compliance in filing the returns or any other work assigned on account of firm due to negligence of the CA/FINANCIAL ADVISOR (individual/firm), the CA/FINANCIAL ADVISOR (individual/firm) will be liable to take the responsibility to his part of mistake.
- ii. In case the CA/FINANCIAL ADVISOR (individual/firm) fails to provide the services as stipulated in the period, the ESIC reserves the right to take services (the same or similar services) from alternate sources at the risk, cost and responsibility of the Contractor.
- iii. No subletting of the contract shall be permitted.

6. Other Terms and Conditions:-

- i. The empanelment will be valid for a period of 03 Financial Years w.e.f. 2024-25 onwards.
- ii. CA/FINANCIAL ADVISOR (individual/firm) has to file revised return of any quarter, if any, and revision on account of firms fault will not be remunerated.
- iii. The ESIC reserves the right to revise the scope of work or terminate the empanelment at any time with prior notice.
- iv. The CA/FINANCIAL ADVISOR (individual/firm) will be required to maintain confidentiality of all information shared by the organization.
- v. The claim shall be submitted along with original invoice within 15 days after receipt(s) of quarterly return etc.
- vi. CA/FINANCIAL ADVISOR (individual/firm) shall keep update time to time to ESIC Ranchi regarding additions/alteration on latest Income Tax rules & Regulations. Further, a detailed chart with last date for filling of quarterly E-TDS return etc. shall be provided by agency, well in advance.
- vii. The works which are originated before the award of contract and also at the time of award of contract in respect of all work as mentioned about in scope of work shall be taken up by the agency.
- viii. CA/FINANCIAL ADVISOR (individual/firm) must have office in Ranchi (Jharkhand) (copies of relevant document to be enclosed with the proposals)
- ix. CA/FINANCIAL ADVISOR (individual/firm)/representatives have to make visit to the office of ESIC as and when required or financial advisor called upon by the authority.
- x. The extension of above empanelment may be extended for further period subject to satisfactory services.
- xi. The contract shall initially be valid for a period of 03 years from the date of award of contract which will be extendable to further 01 (One) year depending upon the satisfactory performance of the CA/financial ADVISOR/firm.
- xii. The Bidder shall bear and pay any stamp duty and registration charges in respect of the Contact.

7. Submission of Proposals:-

- i. Interested CA/FINANCIAL ADVISOR (individual/firm) are requested to submit their proposals along with all supporting documents on or before **[date as per GeM]**.
- ii. The rate should be quoted for per unit entry of all activities mentioned in scope of work (except GST. Only GST shall be paid extra)
- iii. Rate of entries/ filling the return/revised return/correction of concerned may be quoted clearly. Other govt. Taxes shall be paid as per rule.

8. Legal Jurisdiction:-

All disputes arising out of this empanelment will be subject to the exclusive jurisdiction of the courts in Ranchi, Jharkhand.

9. Payment terms:-

- i. The payment of bills of the contract will be made on quarterly basis and for the same, bank details shall be provided for making payment. The payment will be made after deduction of applicable taxes in accordance to income tax act 1961 as per the Government Notification from time to time. ESIC reserves the right to deduct amount from the bill raised by the firm as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of ESIC will be final in this regard.
- ii. The CA/FINANCIAL ADVISOR (individual/firm) shall also submit a Bi-monthly review/ status report to the controlling officer showing the status of the pending issues if any. This report shall be vital for timely processing of their bills.

10. Suspension of contract:-

The Regional Director, ESIC shall be at Liberty at any time to temporary suspend this contract on giving 24 hours notice in writing to the contractor for breach of any of the Terms and Conditions of this contract for insufficient service or misconduct of the contractor as to which the decision of the ESIC shall be final and the contractor shall not be entitled to any change or compensation by reasons thereof.

11. Termination by the ESIC:-

It is also be lawful for the ESIC to terminate the agreement at anytime without assigning any reason and without being liable for loss or damage which the contractor may suffer by reasons of such termination, by giving the Contractor one month notice in writing by the ESIC for such termination. Any such termination shall be without prejudice to any other right of the ESIC under the contract.

12. Contractors right to terminate:-

If the CA/FINANCIAL ADVISOR (individual/firm) decides to terminate the contract before the end of contract period, the CA/FINANCIAL ADVISOR (individual/firm) has to give an advance intimation of at least 30 days. If the

CA/FINANCIAL ADVISOR (individual/firm) terminate the agreement without prior notice of 30 days, then the security deposit will be forfeited or .

13. Penalty:-

If the CA/FINANCIAL ADVISOR (individual/firm) fails to deliver any or all of the services or does not perform the services within the time period specified in the Contract, for the reasons beyond his control, the ESIC shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damage, a sum equivalent to 1 (one) percent of the price of the undelivered services for each week or part thereof during which the provided services maybe delayed subject to a maximum limit of 10 (Ten) percent of the stipulated rate of the services so not provided. Once the maximum of the damages above is reached, the ESIC may consider termination of the contract.

Sd/-
Regional Director
ESIC, Ranchi, Jharkhand

CHECK LIST

CHECKLIST FOR MINIMUM ELIGIBILITY CRITERIA & TECHNICAL EVALUATION

Sl. No.	Document	Yes/No
1	Bid document signed and stamped	
2	CA/FINANCIAL ADVISOR (individual/firm) Certificate of Registration and Certificate of Practice with ICAI under the provision of Chartered Accountant Act 1949 to provide the professional services.	
3	CA/FINANCIAL ADVISOR (individual/firm) shall have its registered operational/fully functional office in Ranchi . The documentary proof of the same needs to be attached.	
5	Experience detail:- CA/FINANCIAL ADVISOR (individual/firm) should have at least 2 years' experience in providing the same service to the government department/ public sector undertakings only.	
6	CA/FINANCIAL ADVISOR (individual/firm) should have at least 02 years continuous experience in providing the same service to minimum 02 (two) government department/ PSU.	
7	CA/FINANCIAL ADVISOR (individual/firm) must have to submit an affidavit / undertaking for non-blacklisting of his Firm and abiding the terms and conditions of the tender.	
8	CA/FINANCIAL ADVISOR (individual/firm) must have to submit an affidavit/ undertaking for tender acceptance letter.	
9	Copy of PAN Registration form	
10	Income Tax Returns of the Individual/Firm/Company for the past three years i.e. 2021-22, 2022-23 & 2023-24	
11	Audited Balance Sheets of the Individual/ Firm/ Company for the past three years i.e. 2021-22, 2022-23 & 2023-24	
12	All pages and pasted slips should be signed by the Bidder and no page shall be added or removed from the set of Bid Document.	

Date:-

(Signature)
Authorised Signatory
With Seal

Technical Bid

Name of Work:- **Empanelment of FINANCIAL ADVISOR**

DETAILED STATUS OF THE FIRM

Sr. No.	PARTICULARS REQUIRED	PARTICULARS GIVEN
1	Name of the CA/FINANCIAL ADVISOR (individual/firm)	
2	Registration No. (Attach copy)	
3	PAN No. (Attach copy)	
4	Annual Turnover (Attach copy)	
5	Experience (Attach copy)	
6	Constitution of Firm (Proprietorship/Partnership/Pvt. Ltd. etc.)	
7	Whether CA/ FINANCIAL ADVISOR (individual/firm) has its own office at Ranchi District. (Attach valid address proof in the name of the firm)	
8	Email address for all communications	
9	Mobile No. of authorized persons	
10	Any other information, if any.	

Declaration by the bidder:-

This is to certify that I/we before signing this 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.

Date:-

(Signature)
Authorised Signatory
With Seal

FINANCIAL BID

<u>PARTICULARS REQUIRED</u>	<u>PARTICULARS GIVEN</u>	
NAME, ADDRESS AND CONTACT NUMBER OF THE CA/FINANCIAL ADVISOR (individual/firm) (Telephone No., Mobile No. and E-mail)		
<u>QUOTED AMOUNT RATES PER ENTRY (In Rs.)</u>		
Scope of Work	Weightage	Rate per unit entry
24 Q entry wise charges	15%	
26 Q entry wise charges	15%	
GST monthly filing charges	15%	
Professional Tax Charges (Quarterly)	15%	
Form 16 generation charges	10%	
Form 16A generation charges	10%	
Challan Addition Charges	10%	
Miscellaneous/ any other work Charges	5%	
Financial Advice	5%	
Total Rs. _____ In words:- (Rupees _____ only)		

1	The bidder should quote item wise rates for the works as mentioned above. The work and the weighted average is furnished above.
2	<p>a) Individual/Firm quoting lowest weighted average of the above works will be treated as 'L1'.</p> <p>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.</p> <p>Note:- Rate must be inclusive of all types of charges and applicable statutory taxes and levies other than GST. Only GST shall be paid extra.</p>
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) Higher relevant experience (if both quoted rates are same) b) Higher turnover (if quoted rate as well as experience are same)
4	The CA/FINANCIAL ADVISOR (individual/firm) should not devise their own format or lay down any other conditions except per entry amount. Conditional quotes are liable to be rejected.
5	The authorized person of CA/FINANCIAL ADVISOR (individual/firm) should sign and stamp the pages of this bid and complete tender/quotation may be submitted online on GeM portal.

Date:-

(Signature)
Authorised Signatory
With Seal