



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/5950263
Dated/दिनांक : 14-02-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	24-02-2025 11:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	24-02-2025 11:30:00
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	Yantra India Limited
Office Name/कार्यालय का नाम	*****
क्रेता ईमेल/Buyer Email	kcbehera@ord.gov.in
Item Category/मद केटेगरी	Manpower Hiring for Financial Services - Onsite; Chartered Accountant , Manpower Hiring for Financial Services - Onsite; Accountant
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)	9 Lakh (s)
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) *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?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	Yes
RA Qualification Rule	H1-Highest Priced Bid Elimination

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	2832000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	56640

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	14

(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 कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी 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 :

Executive Director
Metal and Steel Factory A Unit of Yantra India Ltd, Department of Defence Production, Yantra India Limited,
Ministry of Defence
(The Executive Director, Metal And Steel Factory Ishapore, A Unit Of Yantra India Limited, Dodp, Ministry Of Defence)

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

3. 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. 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.

5. 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.

6. 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:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. 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
- v. 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:[1739507961.pdf](#)

Manpower Hiring For Financial Services - Onsite; Chartered Accountant (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Onsite
Type of Professional/Resources required	Chartered Accountant

Specification	Values
Certifications of Professional/Resources required	Chartered Accountant with minimum 5 years work experience
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	5 - 7 Years
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	*****	*****NORTH 24 PARAGANAS	1	• Number of Months : 12

Manpower Hiring For Financial Services - Onsite; Accountant (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Onsite
Type of Professional/Resources required	Accountant
Certifications of Professional/Resources required	Accountant well versed in Tally and SAP etc with minimum 5 years work experience
Qualification of Professional/Resources required	Accountant
Total Experience of Professionals / Resources (In years)	5 - 7 Years
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	*****	*****NORTH 24 PARAGANAS	1	• Number of Months : 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. 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.

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. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

The Executive Director, Metal and Steel Factory Ishopore, A unit of Yantra India Limited, Ministry of Defence, Govt. of India

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

5. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. An office of the Service Provider must be located in any of these districts: North 24 Parganas, South 24 Parganas, Howrah, Nadia, Hooghly & Kolkata District of West Bengal. The address proof for this purpose will be considered as per Registration Certificate under Trade License & GST Registration Certificate. The firm should submit the same at the time of submission of bid.
2. After placement of the Purchase Order, the rate will not be revised during the entire contract period.

3. EMD shall be exempted for the firms who are registered with the Central Purchase Organization or the concerned Ministry or Department (including OFs) or Startups as recognized by Department of Industrial Policy and Promotion (DIPP), irrespective of the store for which they are registered. The bidders have to submit documentary evidence in support of their claim for EMD exemption.
4. **OPTION CLAUSE:** The Buyer reserves the right to place orders for additional quantity up to a maximum of 25% of the originally contracted quantity at the same rate and terms of contract within the original Delivery Period (DP) as well as Refixed/ Extended DP. [Please note that if option clause is operated then Firm have to submit PSD @ 5% of a additional supply order value, if PSD is applicable].
5. Bidder should comply with Scope of work and other terms & conditions.
6. Bidder shall carefully read the clauses mentioned in ATC & shall attach the compliance of the same duly signed and stamped on firm's letter head.
7. Bidder shall submit the following documents along with their bid for vendor code creation:
 - a. Copy of PAN Card.
 - b. Copy of GSTIN.
 - c. Copy of Cancelled Cheque.
 - d. Copy of EFT Mandate duly certified by Bank.
8. (a) Inspection type- Final Inspection at MSF, Ishapore (b) Inspection Authority- Executive Director, MSF Ishapore (C) Inspection Officer- Authorized representative of Executive Director/MSF, (d) Delivery- F.O.R. MSF, Ishapore

6. 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.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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---

Scope of Work

ITEM DESCRIPTION: Hiring of Chartered Accountant Firm for the purpose of preparation of Financial Accounts & other services like GST, Income Tax , Cost Accounting etc. at MSF, a unit of Yantra India Ltd (YIL)- a Govt. of India Enterprise)

Qty: 01(Whole Job)

Duration: 12 months

The scope of work related to accounting and taxation is divided as follows :

(A)YIL Broad Scope of Work for Hiring CA firm.

- (B) General terms and conditions
- (C) GST Related work
- (D)Income Tax related work
- (E) Cost accounting related work

(A)YIL Broad Scope of Work for Hiring CA firm:

1. Hiring of Chartered Accountancy /Cost Accountancy Firm for a period of one years.
2. The Firm is responsible for looking after the overall activities related to Finance and Accounts of the Company i.e. Metal & Steel Factory or MSF.
3. Maintaining the books of accounts in the required format, prepare periodical reports and returns as per the requirements of Indian Accounting Standards (Ind-AS), Commercial Accounting best practices of Companies Act,2013.
4. Passing and verifying the accounting entries, related to Receipt, Purchase, Journal Entry, Debit/Credit Notes, payment expenses, revenue and sales on a periodical basis.
5. Verifying the correct classification of the transactions as per COA (Chart of Accounts)
6. Checking the Bank Reconciliation statement periodically.
7. Shall prepare the Accounts Receivable and Accounts Payable statements and assist MSF in monitoring for accuracy & completion.
8. Assisting in preparing Budget and actual variance reports.
- 09.Submission of reports on discrepancies noticed in the accounting entry, to Finance & Accounts section, MSF as and when required.
10. All works related to accounting and capitalisation of Assets.
11. Monthly Financial Reporting and preparation and finalization of monthly (by 5th of succeeding month) quarterly, half-yearly and annual financial statements including Notes to Accounts as per Ind-As & The Companies Act 2013.
12. Co-ordinate with CAs of YIL, HQ and all units under YIL for reconciliation of Accounts and final compilation of accounts.

13. Co-ordinate with Auditors and ensure timely completion of Internal Audit, Test Audit and Statutory Audit or any other ad-hoc audits by banks, financial institutions or by government.
14. The Chartered Accountancy Firm shall have to advice the management on financial planning and forecasting coordinating with the operations , sale and other functions of the company.
15. Facilitate audit from external auditors as per the requirements of Companies Act 2013.
16. Guide MSF in the CAG audit , Internal Audit, Branch Statutory Audit or any other kind of Audit and prepare replies to the queries raised during such Audit and assist MSF in responding to the queries with respect to accounting.
17. Provide consultancy to ensure compliance to all statutory requirement under the relevant Accounting Standards as required by the Companies Act.
18. Attend meeting with / support Internal Audit, Statutory Audit, Tax Audit, Supplementary Audit, Transaction Audit and prepare financial statements.
19. The firm shall sign Non-Disclosure Agreement with the MSF and exercise strict confidentiality of MSF data.
20. The firm will be required to interact with management of MSF and also with the Accounting Professional hired by YIL,HQ in order to bring about uniform accounting formats in line with the requirements of companies Act 2013 and applicable accounting standards.
21. Preparation of memos, checklists as per applicable accounting standards and Schedule III.
22. Documentation of Risk and Control Matrices for Internal Financial Controls as per the Companies Act 2013.
23. Ensure compliance in Chart of Accounts, Groupings, Accounting Framework & compilation.
24. Internal financial control framework for financial statements closure process under the applicable accounting standards.
 - (a) Audit support with respect to work on the applicable accounting standards and Internal Financial Control implementation.
 - (b) Any other related activity as may arise during the period of engagement.
25. Discussing the requirements of the applicable accounting standards and related concepts and interpretations, terminology and implementation issues including specific transitional provisions applicable to MSF.
26. Discussing with the MSF team, the potential differences between the relevant accounting standards applicable at MSF and the existing accounting policies followed by MSF and assisting MSF in documenting significant GAAP differences summarized in the form of an " Issues Log".

27. Providing observations and recommendations on the application of the applicable accounting standards and on the information and data compiled and gathered by MSF to apply these applicable accounting standards,.
28. Providing illustrative journal entries to apply as per the applicable accounting standards.
29. Discussing and providing advice to facilitate MSF's determination on whether the transactions meet the relevant criteria for a particular accounting treatment.
30. Providing illustrative examples and discussing factors to be considered in formally documenting compliance with such criteria.
31. Providing comments and observations in response to MSF's queries while it is adapting existing processes, controls and systems to move towards reporting under the applicable accounting standards,.
32. Providing examples of financial statement format and disclosure requirements of the applicable accounting standards.
33. Providing comments on the draft financial statement and related disclosures requirements of the applicable accounting standards.
34. Assist in completion of financial statements disclosure checklist.
35. Discussions with process owners as identified by MSF to understand the key business processes in place, perform process walkthroughs for all the in-scope processes and assist management in preparing Risk and control Matrices.
36. The Chartered firm shall be required to deploy a minimum of 01 number of experienced Chartered Accountant (with minimum 05 years work experience) and 01 number of experienced Accountant well versed in Tally, SAP etc.(with minimum 05 years work experience) to be present full time daily at the F&A Section of MSF to handle all the above-mentioned activities.

The accounting advisory services will be given solely to assist Metal & Steel Factory Ishapore('MSF' or 'the Company') in understanding the accounting rules or principles , the interpretation in relation to accounting for transactions. The accounting advisory services of the firm will not be designed to find or exploit a loophole in Generally Accepted Accounting Principles (existing GAAP or the applicable accounting standards), or to support questionable interpretations of GAAP.

The management is responsible for day to day accounting of transactions under the existing accounting policies being followed by Yantra India Limited, Corporate Head Quarter. The management shall continue to retain sole responsibility for compliance with applicable laws and Generally Accepted Accounting Principles (GAAP).

Note: The firm should sign and seal the Scope of Work enclosed along with the OTE as a proof of acceptance and attach/upload the same along with the technical bid documents.

(B) GENERAL TERMS & CONDITIONS OF THE CONTRACT :

1. The Firm's office in West Bengal must be located in any of these districts: North 24 Parganas, South 24 Parganas, Howrah, Hoogly, Nadia & Kolkata and the firm should submit copy of Trade License & GST registration certificate in support of the same.
2. The Firm should enclose the registration certificate or Certificate of Practice (COP) in case of proprietary concern.
3. The Firm have minimum 03 years experience to render service for preparation of Financial Accounts and other Advisory Services (GST, Income Tax, Cost Accounting etc.) in any Central/ State Govt. Org./PSU/Public Limited Company. The firm needs to submit supporting documents as a proof or else the firm shall be summarily rejected.
4. Nominated CA should have a Diploma in Information System Audit (DISA) certificate offered by the Institute of Chartered Accountants of India and They should have hands on experience on Tally-cum- inventory software, MS-office, ERP etc.
5. The firm also required to enclose certificate in support of qualification of the CA to be deployed for MSF along with Bio-data. Regarding Assistants, whom they intend to deploy in the Unit, the firm need to submit certificates in support of their qualification and experience without which bids will be treated as unresponsive and eventually rejected.
6. The daily working hours would be according to Unit office timings and in case of work exigency they should work beyond office hours may need to work in Sundays or Holidays.
7. As and when any of the Associates of the firm proceed on leave or absent for any reason, replacement shall have to be provided with Associates of similar capabilities.
8. The performance security shall be forfeited in case the firm fails to perform in the contractual obligations in any manner during the currency of the contract and no correspondence will be entertained in this regard subsequently.
9. All disputes and difference arising out of this contract shall have to be decided only the court or Tribunal situated in Kolkata. No Suit or other legal proceedings shall be instituted elsewhere.
10. The firm should not give sub-contract or outsource the above work/service either in full or in part to any other company/firm.
11. The Chartered Accountant nominated by the successful firm should only be deployed in the Unit by the firm. No replacement will be permissible without express consent of this office. However during absence of the regular incumbent due to illness or leave or otherwise, the firm shall ensure deployment of substitute Chartered Accountant and assistant having not less than the requisite professional qualification and experience as required for this service contract.
12. The Executive Director of MSF reserves the right to impose extra terms and conditions other than those mentioned in this tender in due course on the grounds of National Security or otherwise and the same will be binding with the firm without any obligation.

13. Executive Director (ED) ,MSF reserves the right to terminate the contract/order at anytime without assigning any reasons whatsoever.
14. In case MSF is liable to pay any penalty/interest/late fee due to negligence on part of the CA firm then ED, MSF reserve the right to recover the same from the firm.
15. In case of issuance of a Poor Performance Certificate, Rs.10,000/-shall be deducted from next payment of the firm.
16. Payment will be made on Quarterly basis subject to Job Completion Certificate from user sections (F&A).

Cont.....[06]

(C) GST Related work :

- a) Verification & e-filing of GSTR-1, GSTR-3B, GSTR-7, ITC-04, Annual Return etc. (GSTR-9 & GSTR-9C) & any other GST return which are related to MSF and fall during the currency of the Tender.
- b) Matching of purchase data provided by MSF with the auto populated data of GSTR 2B/2A and calculate the eligible ITC for a particular month and identify the mismatch, if any.
- c) Correct the mismatched ITC data in Tally with the help of hard copy of Tax Invoice provided by MSF and help MSF to utilize/claim full ITC as per GSTR-2B.
- d) Return to be prepared and filed by the CA firm and all data will be provided by MSF.
- e) The firm shall educate MSF officials regarding filing of various returns so that in case of any exigency MSF can file its return on its own without depending on the CA firm. Consultant will provide clarifications on any GST related issue as sought by the factory within 48 hours.
- g) Drafting replies to Show Cause Notices/Notices and other communications received from the GST authorities even if it does not pertain to the current year.
- h) To inform about the various GST related Amendments/Circulars/ Notifications issued by Government time to time which has relevance with MSF and provide a monthly synopsis of latest changes in this regard.
- i) To conduct workshops & interaction with management on Tax matters for the benefit of organisation as and when requested.
- j) Assisting and guiding MSF during the Assessment of GST (in r/o earlier GSTIN-19AAAGM0056P1Z0 and current GSTIN -19AABCY4214A1ZQ) falling during the currency of the contract and represent MSF before the GST authorities.
- k) Assisting and guiding MSF during assessment /hearing of Old pending cases relating with pre-GST era.
- l) Ensuring proper accounting of GST payable, GST Input Tax Credit, GST TDS in accounting software.
- m) Assisting in generating the reports on various aspects such as GST liability, Input Tax Credit, & GST TDS from the accounting software.
- n) Provide GST Health Check-up Report every month after filing all monthly Returns.
- o) Any other GST related work pertaining to MSF.

Cont.....[07]

(D) Income Tax Related Works :

1. The Service Provider will prepare and file all returns in r/o e-TDS, TCS (**Form No. 24Q, 26Q and 27EQ**) & Professional Tax based on the data supplied by MSF and upload it TRACES portal by due date and hand over the relevant Callan/ documents. The cost of filing (if any) is to be borne by the firm.
2. The Service Provider will be responsible for downloading Form 16 Part A and Part B from TDS TRACES portal with/without **Digital Signature** of the authorized Officer (nominated by Competent Authority/MSF) and hand over the hard and soft copy of Form-16 to MSF.
3. The Service Provider will be responsible to resolve /reply of any notices issued by Income Tax Authority for issues arising during current contract period or for any past cases in case of any hearing the same is to be attended by responsible firm representatives.
4. The Service Provider will depute their representative every month (preferably in the first week of the every month) for reconciliation of all TDS/TCS data in PPC with Tally entry and any other issues related to Income Tax.
5. The Service Provider will intimate MSF regarding periodical changes in Income Tax Laws and by Laws in their letter head and will further assist MSF for necessary amendments /modifications (if required) in existing PPC package in liaison with MSF/ ITC for implementation.
6. For any type of Income Tax related query raised by employees/ Union/Association, the firm has to submit its reply in their letter head within 48 hrs. and if requirement persist, the firm should depute its representative for necessary clarification.
7. The service Provider will depute their representatives for conduction of seminar on ITR filing to assist employee to file their ITR as and when required basis.

Cont.....[08)

(E) Cost Accounting Related Work:

- (a) The firm will be responsible for preparation of SVC/SFC, pricing of electric & water charges for prod. Sections for direct expenses rates, entering of direct labour, Direct Labour Hrs, Direct Material, indirect labour, indirect material, FOH & VOH levied and FOH & VOH leviable in the overhead register; required for final closure of warrants.
- (b) The firm will be responsible for preparation of reports and returns on monthly and quarterly basis as per requirement of Cost Audit in a time bound subject.
- (c) The firm will be responsible for preparation of annual production account, updating of data, punching of data from PSA, punching of data from MSA, punching of data Manufacturing statement B, punching of data material abstract, allocation abstract as well as data received from M.O (Capitation Rate, Superannuation Charges, ODC share, Central Administration Charges). Preparation of Statement Annual Accounts, Balance Sheet, Profit and Loss Account etc, preparation of Annual Account Booklet and updation thereof.
- (d) The firm will be responsible for implementation of 24 points Cost accounting standards issued by Institute of Cost Accountants of India and will assess MSF present procedure and will assist for necessary changes/amendment(if required) in online/ documentation procedure for implementation.
- (e) The firm will execute changes/ amendments required in Finance and Accounts documentation in order to comply **Companies Act 2013**.
- (f) The firm will understand ongoing Traditional Accounting and replace it with a Commercial Accounting system. The firm will also collect cost records from MSF and prepare Cost Sheet.
- (g) The firm will ensuring the day to day accounting transactions of payments, receipts, sales and purchases, other miscellaneous expenses and inventory accounting are entered in TALLY on daily basis. Working knowledge with regards to basic data entry, report generation in TALLY environment are essential for the firm.
- (h) The firm will be responsible for analysis of debtors and creditors on daily basis and reconciliation of the same & inter Unit accounts on monthly basis, preparation of Bank Reconciliation on Fortnightly basis in Tally environment and reconciliation with corporate accounts on regular interval.
- (i) Month wise WIP and Cost Sheet data preparation.
- (j) Scrutinizing all ledger accounts at regular intervals in Tally environment.
- (k) All books of accounts are required to be maintained on double entry system on accrual basis in TALLY environment. The firm will be required to provide the services to ensure preparation and finalization of unit's accounts using TALLY environment. The correctness and quality of accounts and other reports will have to be certified by the Chartered Accountants.
- (l) The firm will provide any other assistance required by MSF directly or indirectly in r/o Cost Accounting activities and also towards implementation of the compliances of Companies Act 2013.

- (m) Preparation of Cost Records as per Section 148 of the Companies Act 2013 read with the Companies (Cost Records and Audit) Rules 2014.
- (n) Cost of necessary certification by Certified Management Accountant (CMA) in respective documents to be borne by the respective firm.
- (o) Preparation of Month wise Sales and Purchase data for each item with calculation of Debit/Credit Notes therein.

Amuz
26/9
GM/NB

25/09/2017
DGM/SB

25/9/17
WM/VG

25/09/2017
HOS/F&A-IT

24/09/17
JWM/F&A

MANDATE FORM FOR PAYMENT THROUGH ELECTRONIC MODE

01	NAME OF THE BENEFICIARY (FIRM'S NAME)	
02	ADDRESS OF THE BENEFICIARY (FIRM'S ADDRESS)	
03	CONTACT NO.	
04	E-MAIL id	
05	PAN NO.	
06	BENEFICIARY BANK NAME	
07	BENEFICIARY'S BANK ADDRESS WITH BRANCH AND PIN CODE	
08	ACCOUNT NO OF BENEFICIARY	
09	TYPE OF A/C SAVING/CURRENT/CASH CREDIT	
10	9 DIGIT MICR CODE OF BENEFICIARY'S BANK	
11	BENEFICIARY'S BANK BRANCHES IFSC CODE MANDATORY 11 CHARACTER FIELDS	

DATE:-

SIGNATURE--

NAME IN BLOCK LETTER -

SEAL:-

DESIGNATION-

FIRM'S LETTER HEAD

To
The Executive Director,
Metal & Steel Factory,
Ishapore 24PGS(N),
(WB)-743144

Sub: ACCEPTANCE OF ATC

Ref: GEM BID NO. GEM/2025/B/.....

dtd

It is hereby declared that I accept all bid specific terms & conditions along with buyer added bid specific ATC as per above referred GeM bid.

Date:-

(Signature &Stamp)

Firm's Name:

BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas (hereinafter called the "tenderer") has submitted their offer datedfor the supply of..... (hereinafter called the "tender" know all men by these presents that we..... of having our registered office at..... (hereinafter called the "bank" are bound unto in the sum of..... (hereinafter called the "Purchaser") for which payment will be truly to be made to the said purchaser, the bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said bank this.....day of.....20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of the tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the purchaser during the period of its validity.
 - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to execute the contract.

We undertake to pay the purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....(Signature of the Bank)

