



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/6240787
Dated/दिनांक : 19-05-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	29-05-2025 12:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	29-05-2025 12:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Finance
Department Name/विभाग का नाम	Department Of Expenditure
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Office Of The Principal Accountant General (audit), Plot No. 21, Sector 17-e, Chandigarh
क्रेता ईमेल/Buyer Email	manjits.pjb.au@cag.gov.in
Item Category/मद केटेगरी	Financial Advisory Services - Offsite; Tax Advisory
Contract Period/अनुबंध अवधि	10 Month(s) 4 Day(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	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes

Bid Details/बिड विवरण	
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	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	125000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. 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 to be uploaded by buyer:[1747392640.pdf](#)

Financial Advisory Services - Offsite; Tax Advisory (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Offsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Services of Chartered Accountant
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly

Specification	Values
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	concerned authority/Institution
Total Experience of Professionals / Resources (In years)	0 - 3 Years
Addon(s)/एडऑन	
Post Financial Advisory Support	Yes

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Manjeet Singh	160017, OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL AUDIT PUNJAB, PLOT NUMBER 21, SECTOR-17-E	1	<ul style="list-style-type: none"> Number of months for which Post Advisory support is Required : 12

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. 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.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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:

A) Related to Income Tax-TDS, GST-TDS

1.	To e-file all the returns pertaining to Income Tax, Tax Deduction at Source, GST-TDS including E-filing of quarterly TDS returns pertaining to income tax deducted from salaries and TDS deducted from contractors. (24Q and 26Q. GST-TDS return)
2	To ensure timely generation of Form-16, Form-16-A, Certificate under section 203 of the Income Tax Act, 1961 for tax deducted at source from income chargeable under the head "Salaries". Generation of GST-TDS Challan and certificate/GSTR-7A or any other document mandatory required under aforesaid activities.
3	Timely filing of correction/rectification/revision in monthly/quarterly returns in case of any incorrect entry or invalid/wrong PANs /GST Numbers or any other kind of error in any return of Income Tax-TDS, GST-TDS and GST matter.
4	Appearing before the Income Tax/GST Authorities on case to case and providing assistance to file reply of Notice of Income Tax-TDS, GST-TDS and GST matters as and when required.
5	Firm will provide suggestions regarding the maintenance of books/ledgers required for Income Tax- TDS, GST-TDS and GST matters.
6	In the Office of The Pr. Accountant General (Audit) Punjab, Chandigarh , there are approximately 705 number of regular staff for whom quarterly returns are to be filed and Form 16 are to be generated after the end of the financial year. Additionally, there are approximately 60 number of contractors for whom quarterly returns are to be filed.
7	Any other work related to Income Tax which is not explicitly mentioned in the scope of work or may be introduced by the Government due to changes in the Taxation laws etc. will form the part of the scope of work.
8	During the contract period, no increase will be given other than quoted rates.
9	Any other work related to Income Tax as assigned by the office of The Pr. Accountant General (Audit) Punjab, Chandigarh irrespective of the period

10	Visit of the consultant/authorised staff once or more in a month (whenever required) to guide on Income Tax related matters. No TA/DA or any other allowances etc. will be paid for this.
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भारतीय लेखापरीक्षा एवं लेखा विभाग
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा) पंजाब
प्लॉट नं 21, सैक्टर 17 ई, चंडीगढ़ – 160 017



INDIAN AUDIT & ACCOUNTS DEPARTMENT
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL
(AUDIT) PUNJAB
PLOT NO. 21, SECTOR 17 E, CHANDIGARH – 160 017

क्रमांक / NO.

दिनांक / DATE :

Notice Inviting Tender

A tender is invited on GeM Portal regarding **Hiring Services of Chartered Accountant** Additional Terms & Conditions and Scope of work is attached herewith. Interested bidders are requested to submit their bid on GeM Portal with complete Documents and duly filled annexures.

Bid Start Date: As per GeM Portal

Bid End Date: As per GeM Portal

Bid Opening Date: As per GeM Portal

Yours Sincerely

Sr. Audit Officer (Admn-III)

GOVERNMENT OF INDIA
INDIAN AUDIT & ACCOUNTANTS DEPARTMENT
Hiring Services of Chartered Accountant/Cost Accountants Firm at
PR. ACCOUNTANT GENERAL (AUDIT), PUNJAB, CHANDIGARH
PLOT NO. 21, SECTOR 17 E, CHANDIGARH – 160 017

TENDER SCHEDULE

Name of the Work	Tender for Annual Contract for Hiring Services of Chartered Accountant (Firm or sole proprietor) in this Office named "Pr. Accountant General (Audit), Punjab, Chandigarh-160017
Last Date & submission of Tender	As per GeM portal.
Date & Time of opening of online Tender	As per GeM portal.
Earnest Money Deposit (EMD) in required form to be sent by Post / Delivered in hand on or before the last date of submission of E Tender (Technical) or Exemption as the case may be	3 percent of the estimated value of Bid or Exemption document.
Performance Security Deposit / Security Deposit (PSD / SD)	Nil

Note: If the tender is not opened on the specified date due to unforeseen circumstances, then the next working day will be considered as tender opening date.

Scope of Work:

A) Related to Income Tax-TDS, GST-TDS

1.	To e-file all the returns pertaining to Income Tax, Tax Deduction at Source, GST-TDS including E-filing of quarterly TDS returns pertaining to income tax deducted from salaries and TDS deducted from contractors. (24Q and 26Q. GST-TDS return)
2	To ensure timely generation of Form-16, Form-16-A, Certificate under section 203 of the Income Tax Act, 1961 for tax deducted at source from income chargeable under the head "Salaries". Generation of GST-TDS Challan and certificate/GSTR-7A or any other document mandatory required under aforesaid activities.
3	Timely filing of correction/rectification/revision in monthly/quarterly returns in case of any incorrect entry or invalid/wrong PANs /GST Numbers or any other kind of error in any return of Income Tax-TDS, GST-TDS and GST matter.
4	Appearing before the Income Tax/GST Authorities on case to case and providing assistance to file reply of Notice of Income Tax-TDS, GST-TDS and GST matters as and when required.
5	Firm will provide suggestions regarding the maintenance of books/ledgers required for Income Tax- TDS, GST-TDS and GST matters.
6	In the Office of The Pr. Accountant General (Audit) Punjab, Chandigarh , there are approximately 705 number of regular staff for whom quarterly returns are to be filed and Form 16 are to be generated after the end of the financial year. Additionally, there are approximately 60 number of contractors for whom quarterly returns are to be filed.
7	Any other work related to Income Tax which is not explicitly mentioned in the scope of work or may be introduced by the Government due to changes in the Taxation laws etc. will form the part of the scope of work.
8	During the contract period, no increase will be given other than quoted rates.
9	Any other work related to Income Tax as assigned by the office of The Pr. Accountant General (Audit) Punjab, Chandigarh irrespective of the period
10	Visit of the consultant/authorised staff once or more in a month (whenever required) to guide on Income Tax related matters. No TA/DA or any other allowances etc. will be paid for this.

B) TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION: -

1.	The firm should have at least 03 Years (Three Years) experience of providing similar taxation service to Govt Departments/Autonomous Bodies etc. (Please attach Proof).
2.	Turnover of the firm providing such services should not be less than 05 lakh per annum for the last three years i.e. for F.Y. ,2021-22,2022-23 and 2023-24. (Please attach Proof).
3	The firm hold has their active and fully functional office or branch in Tricity. (Chandigarh, Mohali & Panchkula) (Please attach Proof). Only valid proof like GST registration certificate/Electricity bill/Landline/Broadband bill in the name of the firm will be accepted as proof. The authorised representatives of this office may visit the offices of the bidders to satisfy that a fully functional branch of the firm exists in Tricity. If after the visit it is found that the firm operates with just a dummy/skeleton office structure or in tie-up with other firms, then such firms are liable to be rejected on technicality.
4	The Contract will be initially for a period of 01 year which may be extended up to Two (02) years in two stretches of One (01) year each time, on same terms & conditions of the contract and on mutual consent between the office of the Pr. Accountant General (Audit), Punjab, Chandigarh and the bidder.
5	Payment will be released on quarterly basis. TDS will be deducted as per rule from the bill.
6	An undertaking that the Agency/company/firm is not blacklisted by any Govt. Department.
7	The competent Authority may terminate the contract of the selected firm on account of unsatisfactory service by giving a notice of one month.
8	The rate quote will be treated as invalid/unresponsive, if item wise rates are quoted. Only a single lumpsum amount per month should be quoted, which shall remain valid for three financial years for all works as per scope of work. Firm quoting lowest overall will be treated as 'L 1- firm'.
9	Rates must be inclusive of all types of charges and applicable statutory taxes and levies other than GST. GST shall be refunded on production of proof of submission. 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: <ul style="list-style-type: none"> a) Higher relevant experience (if both quoted rates are same) b) Higher turnover (if quoted rates as well as experience are same) c) The firm should not devise their own format or lay down any other conditions except lump sum amount. Conditional quotes are liable to be rejected. d) Applicable Taxes, if any, shall be paid extra, on reimbursement basis on production of receipts. e) The authorized officer of the firm should sign and stamp the pages of this letter and submit the complete tender/quotation online.
10	The firm will attach a copy of CA Registration Number/Trade Certificate for carrying out aforesaid activities.
11	The firm will attach a Copy of PAN number and GST number.

C. INSTRUCTIONS TO BIDDERS

1.	The bidders are advised to attach the relevant documents in support of their eligibility. If any of the prescribed conditions are not fulfilled or are incomplete in any form, the bid shall be rejected.
2.	The selected bidder shall provide functional mobile and Land line numbers of its personnel for urgent work regarding above mentioned work.
3.	If any bidder stipulates any condition of his own, such conditional bid shall be liable to be rejected.
4.	The selected bidder should perform all the statutory obligations of DDO under various laws from time to time and no additional payment will be made in this regard.
5.	No cash payment will be paid in any case & payment would be made strictly on availability of funds.
6.	The Agreement shall come to an end either on completion of the Contract Period or on termination for Breach of contractual obligations.
7.	Penalties: As per mentioned in GeM portal/ decided by Competent Authority.
8.	Any liability arising out of any litigation due to any act of contractor staff shall be directly borne by the contractor.
9.	During the contract period, if the scope of work for which job has been awarded is increased/reduced, then the payment price shall be increased/reduced on pro-rata basis by the department & this decision shall be binding on all.
10.	In case the contractor fails to cope with the workload or doesn't render satisfactory services or dishonours the contract in any way, the contract awarded shall be liable for cancellation/termination summarily, without assigning any reasons thereof.
11.	Bids will be completely analysed and evaluated at each stage by a committee.
12.	Financial bids of only those bidders shall be opened who have been declared technically qualified by the Committee for further analysis or evaluation and ranking and selecting the successful bidder for placement of the contract.
13.	Except mentioned conditions, rest all conditions applicable as per GeM Portal.
14.	Jurisdiction: Any dispute arising out of this contract will be settled under the jurisdiction of High Court, Chandigarh. The addressing authority will be Pr. Accountant General (Audit), Punjab, Chandigarh.
15.	In case of any clarification regarding the Tender Documents, feel free to contact Sr. Audit Officer (Admn-III) 2nd Floor , Office of the Pr. Accountant General, Punjab, Chandigarh with valid Identity Proof.

Sd/-

Senior Audit Officer

Annexure-I

(FORMAT OF BID SECURITY DECLARATION TO BE SUBMITTED ON LETTER
HEAD OF THE FIRM/AGENCY DULY STAMPED & SIGNED)

To,

The Principal Accountant General (Audit),

Punjab, Chandigarh-160017

BID SECURITY DECLARATION

Bid/ Tender reference No. _____ of Office of
the Principal Accountant General (Audit), Punjab, Chandigarh.

I/ We, the undersigned, declare that:

1. I/We understand that, according to existing rules/regulations, bids must be supported by a Bid Security, which is being submitted in the form of this Bid Security Declaration.

2. I/We accept that:

I/We may be blacklisted/disqualified/ debarred from bidding for any contract in any Central Government Ministry/ Department for a period of two (2) years, If I/ We have committed any of the following actions:

(i) Withdrawn my/our Bid during the period of bid validity required in the Bid Documents.

Or

(ii) Fail or refuse to accept the award or enter into contract in accordance with the Bidding Documents after having been notified as successful bidder.

3. I/We understand that this Bid Security Declaration shall cease to be valid on the following circumstances:

(a) Upon expiration of the bid validity period.

(b) I am/ we are declared ineligible or disqualified upon receipt of your notice to such effect, and

(c) I/ We have furnished the performance security after declaration as successful bidder.

AUTHORIZED REPRESENTATIVE OF THE FIRM

(Signature/ Stamp)

Annexure-II

Technical Bid

Name of Work: - **“Annual Contract for Hiring Services of Chartered Accountant/Cost Accountant Firm”**

SR.	PARTICULARS REQUIRED	PARTICULARS GIVEN	*PAGE No.
I	II	III	IV
1.	Name of the Firm		-
2.	Registration No. (Attach Copy)		
3.	PAN No. (Attach Copy)		
4.	Annual Turn Over (Attach Copy)		
5.	Experience (Attach Copy)		
6.	Customers Satisfaction Certificate		
7.	Whether firm has its own office at Chandigarh, Panchkula or Mohali. (Attach valid address proof in the name of the firm)		
8.	Email address for all communications		
9.	Mobile Nos. of authorized persons		
10.	Any other information, if any.		

***Indicating page number in column No. IV above is mandatory.**

Declaration by the bidder: -

This is to certify that I/We before signing his 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.

(Signature)
Authorised Signatory
WITH SEAL

PRICE BID

<u>PARTICULARS REQUIRED</u>	<u>PARTICULARS GIVEN</u>
NAME, ADDRESS AND CONTACT NUMBER OF THE FIRM <i>(Telephone No., Mobile No. and E-mail)</i>	
QUOTED LUMP SUM AMOUNT PER MONTH (In Rs.)	Rs. In words: - (Rupees _____ _____ _____ only)

1.	The quote will be treated as invalid/unresponsive, if item wise rates are quoted. Only a single lump sum amount per month which shall remain valid for three financial years for all works as per scope of work.
2.	a) Firm quoting lowest overall will be treated as `L1` firm. 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. Note: a) Rates must be inclusive of all types of charges and applicable statutory taxes and levies other than GST . GST shall be refunded on production of proof of submission.
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 firm should not devise their own format or lay down any other conditions except lump sum amount. Conditional quotes are liable to be rejected.
5.	Applicable Taxes, if any, shall be paid extra, on reimbursement basis on production of receipts.
6.	The authorized officer of the firm should sign and stamp the pages of this letter and submit the complete tender/quotation may be submitted online on https://gem.gov.in

(Signature)
Authorised Signatory
WITH STAMP