



Bid Number/बोली क्रमांक (बिड संख्या): GEM/2025/B/62739.

Dated/दिनांक : 26-05-20

Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण | |
|---|--|
| Bid End Date/Time/बिड बंद होने की तारीख/समय | 05-06-2025 16:00:00 |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय | 05-06-2025 16:30:00 |
| 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 Environment Forest And Climate Change |
| Department Name/विभाग का नाम | Na |
| Organisation Name/संगठन का नाम | Indian Council Of Forestry Research And Education (icfre) |
| Office Name/कार्यालय का नाम | Forest Research Institute, Dehradun |
| क्रेता ईमेल/Buyer Email | buycon23.icfrei.ua@gembuyer.in |
| Item Category/मद केटेगरी | Manpower Hiring for Financial Services - Offsite; Chartered Accountant |
| Contract Period/अनुबंध अवधि | 1 Year(s) |
| Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष | 5 Year (s) |
| MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट | No |
| Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट | No |
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़ | Experience Criteria,Certificate (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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 | 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 |

Bid Details/बिड विवरण

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

EMD Detail/ईएमडी विवरण

| | |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

ePBG Detail/ईपीबीजी विवरण

| | |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

MII Compliance/एमआईआई अनुपालन

| | |
|-------------------------------|-----|
| MII Compliance/एमआईआई अनुपालन | Yes |
|-------------------------------|-----|

MSE Purchase Preference/एमएसई खरीद वरीयता

| | |
|---|-----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | Yes |
|---|-----|

1. 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 / Stat 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.

2. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined 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 18.05.202](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 at 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.

3. 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 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 will be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of Work:[1748240827.pdf](#)

Manpower Hiring For Financial Services - Offsite; Chartered Accountant (2)

Technical Specifications/तकनीकी विशिष्टियाँ

| Specification | Values |
|--|---|
| Core | |
| Deployment Location | Offsite |
| Type of Professional/Resources required | Chartered Accountant |
| Certifications of Professional/Resources required | THE FIRM OR PATNER OR PROPRIETOR SHOULD HAVE WORKING EXPERIENCES ON TDS AND RELATED WORKS OR TAX CONSULTANCY AND SHOULD SUBMIT ITS WORK ALLOTMENT OR EMPANNELMENT FROM GOVT DEPT OR BANKS |
| 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 | Swarnajit Purahit | 248006,Forest Research Institute P.O. New Forest, 248006 | 2 | • 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. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Scope of Work

1. Services required

- Engagement of CA as a consultant for Financial Year 2025-2026 for annual e-filing services /work of income TDS-returns.
- Rates are being invited on GeM for e-filing of the following services/works for the financial year 2025-2026.

| Sl. No. | Particulars | Rates per form (Rs.) | GST @ | Total (Rs.) |
|---------------------|--|---------------------------------|------------------|------------------------|
| 1 | Form 16(Yearly) | | | |
| 2 | Form 16A (Quarterly) | | | |
| 3 | Form 12BA(Yearly) | | | |
| 4 | Filing of Quarterly return of TDS 24Q | | | |
| 5 | Filing of Quarterly return of TDS 26Q | | | |
| 6 | Filing of Quarterly return of TDS 27EQ | | | |
| Total Amount | | | | |

2. Details: CA is required to give following services to the Forest Research Institute, Dehradun

- File Quarterly return of TDS deduction on salary(24Q) providing TDS deduction information.
- Prepare TDS certificate (Form 16) & provide its hard copy to the institute (Yearly).
- File Quarterly return of TDS deduction on other income (26Q) providing TDS deduction information.
- Prepare TDS certificate (Form 16A) & provide its hard copy to the institute (on Quarterly basis).
- Prepare Form 12BA (Yearly) : Form 12BA is an income tax statement that provides details of perquisites, amenities and fringe benefits provided by an employer to an employee.
- File Quarterly return of TCS Collected at Source *i.e. sale of Forest Products* (27EQ) .

3. Standard Terms & Conditions

1. The CA must have a registered office in Dehradun, Uttarakhand.
2. The rates are valid for one year including all taxes and charges .
3. Firm will collect the data for e-filing of Quarterly TDS/TCS returns from this office well in time.
4. After filing data the same will be verified from data provided by this office.
5. A copy of return file will also be provided to the Accounts section, Forest Research Institute, D.Dun periodically.
6. Prepare Form 16, 12BA (officials) & 16A of the firms, providing Hard copy to this office timely.
7. Incomplete/Conditional bids/quotation will not be entertained.
8. Sub-Contracting: The contractor shall not assign, sub-contractor sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the contractor shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.

9. The Service Provider is responsible for attending notices/dates and preparation of replies from any authority in respect of TDS/TCS and matters related to any previous years as per requirement
10. No extra payment will be made on clarification provided by successful firm on queries related the above mentioned activities/services.
11. If the services of the service provider are not found satisfactory, the Director, FRI Dehradun shall have the right to cancel the empanelment at any time without assigning any reason and without any financial compensation to the agency.
12. The Service Provider must provide an undertaking that the Service provider should has not been debarred / black listed / terminated / ceased without completing the entire duration of contract period by any Central/State Govt. Department,
13. Payment will be done after the successful completion of the work(service). No Advance payment will be made to the service provider till the completion of the service. No Extra payment payment will made to the service provider for any other activity.
14. Forest Research Institute, Dehradun reserves the right to cancel the contract at any time without assigning any reasons whatsoever.
15. In case of any dispute/disagreement if any the disputes/disagreement will be under jurisdiction of Dehradun court, Uttarakhand.
16. All the pages of the bid being submitted online must be signed and sequentially numbered by the bidder irrespective of the nature of the content of the documents.
17. The Service Provider must comply with the above terms and condition in the form an undertaking failing to which the bid is liable to be rejected.



3. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

4. **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 Seller's obligations there under.

5. **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.

6. **Generic**

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

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority 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 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 under 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 स प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इस अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---

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provider till the completion of the service. No Extra payment payment will made to the service provider for any other activity.

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