



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/6293005
Dated/दिनांक : 30-05-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	21-06-2025 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	21-06-2025 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Consumer Affairs Food And Public Distribution
Department Name/विभाग का नाम	Department Of Consumer Affairs
Organisation Name/संगठन का नाम	Bureau Of Indian Standards (bis)
Office Name/कार्यालय का नाम	Bhopal Branch Office
क्रेता ईमेल/Buyer Email	buyer1.dca.bpl@gembuyer.in
Item Category/मद केटेगरी	Manpower Hiring for Financial Services - Onsite; Chartered Accountant
Contract Period/अनुबंध अवधि	2 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	15 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 and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
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

Bid Details/बिड विवरण

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	Single Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Floor Price/न्यूनतम मूल्य	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
Estimated Bid Value/अनुमानित बिड मूल्य	INR 500000
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

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	26

(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 :

Director and Head
Bhopal Branch Office, Department of Consumer Affairs, Bureau of Indian Standards (BIS), Ministry of Consumer Affairs Food and Public Distribution
(Bureau Of Indian Standards)

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 orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
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:[1748601340.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
Certifications of Professional/Resources required	As per ATC
Qualification of Professional/Resources required	As per ATC
Total Experience of Professionals / Resources (In years)	3 - 5 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	Snehlata Shende	462016, Commercial cum Office Complex, Manakalya, Opp. Dushera Maidan, E-5 Area Colony, Bittan Market,	1	<ul style="list-style-type: none">Number of Months : 24

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

For Accounting Services at BIS, Bhopal

BIS, Bhopal invites bids from qualified Chartered Accountant/Cost Accountant firms registered with ICAI/ICMAI with at least three years of experience in providing accounting services to government/autonomous bodies. The detailed scope of work is as follows:

1. Routine Accounting and Voucher Entry

- Perform all routine accounting tasks in **Tally software** or any other prescribed software.
- Assist in the preparation of vouchers (receipts, bank payments, journal vouchers, etc.) and post them in the software under appropriate accounting heads in consultation with management.
- Maintain and update all ledgers and books of accounts as required.

2. Periodic Reporting and Backup

- Generate periodic reports on a **monthly and yearly** basis.
- Maintain proper **backups** of all accounting records and data.

3. Bank Reconciliation

- Prepare **Bank Reconciliation Statements** on a monthly basis for all bank accounts.
- Identify unreconciled entries and notify BIS; ensure long-pending entries are resolved in subsequent months.

4. Fixed Asset Management

- Maintain records of fixed assets in the prescribed format.
- Record additions with purchase details, depreciation, and book value.
- Ensure proper disposal entries in the Fixed Asset Register.

5. Trial Balance and Annual Closure

- Prepare and submit **monthly and annual Trial Balances** along with all required schedules by the 7th of each month.
- Complete finalization of accounts, annual closing, consolidation, and return filing in accordance with BIS HQ guidelines.

6. Ledger Maintenance

- Maintain party-wise ledgers for advances, claims, reimbursements, and payments.

7. TDS Compliance

- Timely calculation, deduction, and remittance of **TDS**.
- File TDS returns and generate TDS certificates within due dates.
- Verify TDS rates applied for contractors/sub-contractors and suggest corrections if inconsistencies are found.

8. Audit Support

- Assist in resolving queries from CAG, GST, BIS Internal Audits, etc.
- Maintain proper records and respond to audit observations.

9. Taxation Guidance

- Provide advice on **TDS, GST, and other applicable taxes** in line with central/state government notifications.
- Assist with **land lease rent tax matters** and related reconciliation.

10. GST Compliance

- Ensure timely GST remittance including ITC, RCM, and reconciliation (e.g., GSTR-2A).
- Enlighten BIS on relevant GST notifications.
- File monthly GST returns within deadlines.

11. Additional Accounting & Statutory Work

- Undertake any other accounting or statutory assignments as directed by BIS.

Personnel Deployment & Monitoring

- At least **one on-site accountant** (graduate/practicing accountant) shall be deployed full-time (20–22 working days/month).
- Personnel should be proficient in government taxation, audits, and BIS accounting.
- A **senior professional member of the firm** shall also visit the branch every month to ensure that the work is being done as per norms/statutory requirements.

Additional Provisions

- The firm shall handle **pre-existing accounting work** prior to the award of the contract.
 - No part of the contract shall be **sub-contracted or transferred** without BIS's written consent.
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Additional Terms and Conditions (ATC)

Bureau of Indian Standards, Bhopal Branch Office invites bids for engagement of one [01] eligible Chartered Accountant Firm registered with **the ICAI** under the provisions of Chartered Accountant Act; or Cost Accountant Firm registered with ICWAI; and having at-least three years' experience and ability in providing accounting services to a Government/Autonomous Department, details of which are as under:

Name of Services	Location of Services	Minimum Bid Value for Two Years (inclusive)	Contract Period	Estimated Bid Value (Inclusive of all taxes)
Outsourcing of Accounting Functions and Taxation Compliances with one [01] onsite Accounts Personnel [Skilled Worker]	BIS, E-5, Bittan Market, Arera Colony, Bhopal	Rs. 4,75,000.00	Two [02] Years	Rs. 5 Lakh

The complete bidding process will be online. The Technical and Financial Bids will be opened in BIS, Bhopal. All the required information for bid must be filled and submitted online. Before submission of online bids, bidders must ensure that scanned copies of the following necessary documents, have been attached with bid for Technical Evaluation, failing which, their offer shall be rejected.

Sl. No.	Particulars	Documents to be attached
1.	EMD in the form of NEFF/Demand Draft for the amount as given in the Bid Document in favour of "Bureau of Indian Standards" payable at Bhopal. Refer Annexure 1.	Enclose NEFT Details/ UTR No. or DD/Pay Order No. and date
2.	Name of the Bidder (Firm), Office Address, Telephone No. Fax No., Mobile No. Email Address, PAN No. Service Tax No. etc.	Information to be furnished as per Annexure 2.
3.	Certificate of Practice from Institute of Chartered Accountant of India/Institute of Cost Accountant of India under provisions of Chartered Accountant Act 1949/Cost and Works Accountant Act, 1958 respectively to provide the professional services	Enclose copy of Certificate of Practice.
4.	At least three years' experience each in providing accounting service to the three Government Servants (Public Sector Undertaking/Centre of State/Pvt. Ltd firm during the last 10 years.	Information to be furnished as per Annexure 3.
5.	Income Tax Return of the firm for the past three years should be enclosed.	Refer Annexure 2. Enclose copy of return.
6.	GST Return of the firm for the past three years should be enclosed.	Refer Annexure 2. Enclose copy of return.
7.	A declaration regarding black-listing and/or litigation	The information to be furnished in the format given in Annexure 4.

8.	Firm must be in operation for at least 5 years, with the Head Office of operation located at Bhopal (MP)	Enclose copy of proof.
9.	Firm must have Two Qualified Chartered Accountant or Cost Accountant.	Enclose copy of proof.

Acceptance of Bid shall be done by the Competent Authority of the Bureau. The Bureau is not bound to accept the lowest or any bid. The Bureau reserves the right to reject any or all bids received without assigning any reason, whatsoever. The successful bidder would be required to submit hard copies of all relevant documents in BIS, Bhopal.

The eligible Chartered Accountant/Cost Accountant shall quote LUMPSUM Amount for carrying Accounting Functions of BIS, Bhopal. The amount shall be inclusive of all labour (skilled Worker) cost, administrative charges, monitoring and supervisory charges, firm's profit, GST/Taxes etc.

The successful bidder after deposit of performance security, would be require to execute an Agreement (Refer Annexure 4) on a stamp paper of proper value. The proper value at present is Rs. 100/-. The Contract would be governed by the Agreement, the Conditions of Contract (CoC) including Scope of Work/Job Description and other documents specified in CoC. It shall be incumbent on the successful bidder to pay stamp duty, legal and statutory charges for the Agreement, as applicable on the date of the execution.

Additional Terms and Conditions and these instructions shall form part of the contract.

ANNEXURE 1
Bid Security/ EMD

Bidder must provide EMD Amount through RTGS/ NEFT directly in Bureau of Indian Standards Account as given below OR EMD can be submitted in the form of DD payable in favour of Bureau of Indian Standards payable at Bhopal.

**DETAILS OF BANK ACCOUNT NO., BANK NAME AND ADDRESS AND IFSC CODE
NUMBER
FOR TRANSFERRING THE FUNDS THROUGH RTGS / SWIFT**

ACCOUNTNo	55005100092
Account / Beneficiary Name	Bureau of Indian Standards
Bank Name	State Bank of India
Bank Branch Address	Shahpura, Bhopal
Account Type (with Code)	Current Account
BRANCH CODE	30135
IFSC Code (Indian Financial System Code)	SBIN0030135

ANNEXURE 2
FORMAT FOR THE DETAILS TO BE FURNISHED BY THE BIDDERS

	Name of the Bidder	
	Address with Telephone Fax Nos: a) Head Office b) Branch Office	
	Email Address	
	Class of Registration with valid Date:	
	Address for Communication	
	Details of Proprietor/Partner/Director a) Name: b) Address: c) Qualification d) Experience	
	Date of commencement of Business:	
	Details with registration with statutory authorities for: a) Pan Number of the Firm b) TAN Number of the Firm c) GSTIN Registration No.	
	Name and address of the Principal Banker	
Upload the copies of Income Tax Returns for the last financial year as filed with their authorities failing which BID is liable for rejection.		

This is to certify that the above facts are true, complete and correct to the best of my knowledge and belief. Further, it is certified that I/We have read and understood the terms and conditions of the Bid Document.

I/We give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the Bid Document and agree to abide by these terms and conditions.

Name and Signature of
the Firm Seal of the Firm

Date:

Place:

ANNEXURE 3

**DETAILS OF PLACES WHERE ACCOUNTING SERVICES HAVE BEEN/ARE
BEING PROVIDED TO GOVERNMENT/PUBLIC SECTOR
UNDERTAKING/EDUCATIONAL INSTITUTIONS/PUBLIC LIMITED
COMPANY, ETC IN THE PAST THREE [03] YEARS**

Year	Name and address of the Organization	Name and type of services provided	Value of the Services Provided (in Rs.)	No. of Onsite Personnel Deployed	Remarks

Upload copies of the offer letter from above organization(s).

ANNEXURE 4

DECLARATION REGARDING BLACK-LISTING AND/OR LIGATION

I/We hereby declare that our firm is not black-listed by any Ministry or Department of Central Government/State Government or PSU or other bodies under the Central Government/State Government. I/We further declare that no criminal case is registered or pending against the firm or its owner/partners anywhere in India.

Date the..... day of..... (year)

Signature of the Bidder

Name and Address of Bidder:

Seal of the Firm