



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2025/B/6234478  
Dated/दिनांक : 02-06-2025

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	18-06-2025 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	18-06-2025 17:30:00
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 Defence
Department Name/विभाग का नाम	Department Of Military Affairs
Organisation Name/संगठन का नाम	Indian Army
Office Name/कार्यालय का नाम	*****
क्रेता ईमेल/Buyer Email	buyer3698.ia.ga@gembuyer.in
Item Category/मद केटेगरी	Non IT Professional Service (version 2) - Banking & Insurance; 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	2 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
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Annual Turnover,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**

<b>Do you want to show documents uploaded by bidders to all bidders participated in bid?/</b>	No
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	INR 47200
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Arbitration Clause</b>	No
<b>Mediation Clause</b>	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 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. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.

4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered 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.

5. 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.

6. 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.

7. 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.

8. 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**

**Additional Scope of Work:**[1748856950.pdf](#)

**Non IT Professional Service (version 2) - Banking & Insurance; Chartered Accountant ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Domain Name	Banking & Insurance
Resource Profile	Chartered Accountant
Certifications	As per NIQ documents attached
Qualification	CA
Years of Experience	1-3
Deployment location	Onsite

Specification	Values
<b>Addon(s)/एडऑन</b>	

**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 resources to be hired per month	Additional Requirement/अतिरिक्त आवश्यकता
1	*****	*****South Goa	1	<ul style="list-style-type: none"> <li>Number of months for which service to be hired : 12</li> </ul>

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

**1. 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.

**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. Service & Support**

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

**4. Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

**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.

**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---**

**APPX- NOTICE INVITING E-QUOTATION**

1. **CONSIGNEE INSPECTION:-**

(a) The job work is to be executed under jurisdiction of HQ CE (CG) Goa are:-

Sr. No.	Offices	Address
(i)	HQ CE (CG) Goa	Chief Engineer (Coast Guard) Military Engineer Services Indian Coast Guard Chicolna JNC Nagar Road, Bogmalo Post Goa -403806
(ii)	Name of Work	Professional Services fore-Filing TDS Return, SalaryReturns and Issue of Form 16 A & B for the financial year 2025-26.

(b) Date of Completion of entire job will be 06 Aug 2026.

2. **SCOPE OF WORK/SERVICE:-**The under mentioned details of relevant data for the FY 2025-26 will be provided for efficient e-filing of IT TDS returns in respect of this office.

(a) **Filing Income Tax TDS Returns**

(i) **Description: Quarterly 24 Q Salary Returns**, uploading & filing Regular Return, Filing of Unlimited Correction Returns, TDS Assessment, Visit to Income Tax Office in connection with returns and providing all activities in relation to Income Tax for unlimited number of entries.

(b) **Filing Income Tax TDS Returns**

(i) **Description: Annual 24 Q Salary Returns**,uploading & filing Annual Salary details, Download & Issue of Form 16 Part-A & Part-B, Filing of Unlimited Correction Returns, TDS Assessment, Visit to Income Tax Office in connection with returns and providing all activities in relation to Income Tax for unlimited number of entries.

(c) **Filing Income Tax TDS Returns**

(i) **Description : Quarterly 26 Q Other Than Salary Returns**, uploading & filing Regular Return, Filing of Unlimited Correction Returns, TDS Assessment, Visit to Income Tax Office in connection with returns and providing all activities in relation to Income Tax for unlimited number of entries.

3. **GENERAL TERMS & CONDITIONS:-**

(a) The contract will be for One year on same rates and terms and conditions. HQ CE (CG) Goa reserves the right to cancel the contract by giving prior notice of one month, if the contractor does not provide satisfactory services.

(b) As the office of HQ CE (CG) Goa is in Restricted Areas, concerned Staff/Contractor process Police Clearance Certificate, at their own arrangement & the contractor will provide the Identity Cards of their firm to their personnel.

(c) The contractor will not sub-contract or permit any other personnel other than the contractor's personnel to perform any work, service or other activities required by HQ CE (CG) Goa without the prior written consent of the HQ CE (CG) Goa.

(d) Professionals of the contractor will maintain the confidentiality of data stored on the computer systems. The contractor will be required to take appropriate actions against his professionals to ensure that the obligations of non-use & non-disclosure of confidential information is complied with strictly. No Professionals of the contractor will carry any personnel floppies/USB Drives/Blank CDs/ Mobile phone/Camera inside the offices under jurisdiction of HQ CE (CG) Goa premises.

(e) The rep of service provider should visit the office twice in a month for timely efilling and to resolve issue(s) (if any) arises with efilling for efficient work minimizing loss to Govt/public money.

4. **TECHNICAL COMPETENCY PARAMETERS:-**

(a) The contractors must attach technical competency information about the services to be provided. The minimum desired parameters required for any firm to qualify technically are mentioned below:-

(b) The service provider should have minimum turnover of 15 Lakh (Fifteen Lakh) per annum.

(c) The service provider should have a self registered TIN FC Center.

(d) The service provider should have GST practitioner Certificate/CA practitioner Certificate.

(e) The service provider should have at least one registered office or branch in the state of consignee.

(f) The service provider should have minimum 2 (Two) years of experience of representing Govt. Dept with Income Tax dept.

5. **PAYMENT INSTRUCTIONS:-**

(a) No advance payment will be made by the department. Payment will be made quarterly on completion of the complete Job order/supply order of stores as specified.

(b) After inspection and acceptance of documentation by the authorized department/rep/reps/board of officers detailed by the consignee or his superior headquarters.

(c) Prescribed pre-stamped bills in triplicate will be submitted to the paying authority.

(d) Original copy of job work order/supply order will be attached with the bill.

(e) Bills will be subject to pre-audit by associated finance.

- (f) Payment will be made through A/C payee cheque/e-payment only
- (g) Bank details of the firm with ECS mandate form duly vetted from the concern Branch Manager.

6 **PAYMENT AUTHORITY:-**

- (a) Payment will be made by "AO GE (I) (CG) Goa" through e-payment.

7 **INSPECTION AUTHORITY:-**

- (a) Inspecting/Presiding offr will be Dir E1 (P&L) alongwith members in BOO as detailed by CE (CG) Goa.
- (b) The accepting officer reserves the right to subject the report to second inspection by and authority nominated by him or to inspect the report himself, and may reject them if not found conforming to the laid down specification within a period of six days from the date of accepting by the normal inspecting authority mentioned above even if the report have been accepted, passed and paid for. The bidder shall replace such items/part within a period of one month on receipt of due notice in writing by the accepting officer at the bidder/supplier cost.
- (c) The department reserves the right to recover any outstanding dues of the consultant from the same available with it or other department in favor of the consultant.

8. **LIQUIDATED DAMAGES:-**

- (a) The liquidated damage (LD) will be levied by way of penalty, a sum equivalent to 0.5% (zero point five percent) of the unfinished/undelivered/ un fulfilled part of contract for each week of delay beyond duration of work specified, subject to maximum of 10% (Ten percent) of the contract price. However, if the delay shall have arisen from any cause, which the Consultant will prompt notify, the purchaser may admit as reasonable ground for further time, no LD will be solely at the discretion of the purchaser.
- (b) The service provider will be responsible for any error in e-filling or delay causing any kind of penalty by concerned Govt Deptt (IT & GST) and will be required to resolve the issue arisen at his/her own cost irrespective of the nature of issue.

9. **TERMINATION OF CONTRACT:-**

The buyer shall have the right to terminate this Contract in part or in full in any of the following cases:-

- (a) The Seller is declared bankrupt or becomes insolvent.
- (b) The Buyer has noticed that the Seller has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (c) As per decision of the Arbitration Tribunal.
- (d) In case the fail to supply the stores within the specified period.

10. **Notices** - Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered prepaid mail/ Airmail/e mail addressed to the last known address of the party to whom it is sent

11. **Transfer and Sub Letting** - The Seller has not right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

**Evaluation Criteria & Price Bid Issues:-**

12. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows :-

(a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the ATC, both technically and commercially

(b) In respect of Two-Bid system, the technical Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical characteristics of the equipment as mentioned in the ATC. The compliance of Technical Bids would be determined on the basis of the parameters specified in the ATC. The Price Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.

(c) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

13. Non-Submission of authentic proofs required for these parameters will lead to the rejection of bid.

14. **PAYMENT TERMS:-**

(a) **Paying Authority** Payment will be made by AO GE (I) (CG) Goa.

(b) Payment shall be made quarterly basis on satisfactory services.

(c) 100% payment will be made on receipt of completion certificate.

(d) Original bill in triplicate along with the connected documents will be submitted to paying authority.

(e) The contractor should quote for the entire schedule of requirements/services as mentioned in Para 2 above. Part quotation will be rejected. Quotations should be valid for 90 days from the date of submission. Only one contractor will be selected for provisions of all services.

15. **Eligibility criteria for participating in bidding:**

(a) The bidder firm should have their registration or license issued by Department of labour/shops or establishment of the state of Consignee (Goa) to carry out business in the state of consignee.

(Sanjay Tukaram Shende, IDSE)  
SE  
Offg Dir (P&L)  
for CE (CG) Goa