

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	19-09-2025 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	19-09-2025 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Home Department Gujarat
संगठन का नाम/Organisation Name	Adgp(technical Services), Gujarat
कार्यालय का नाम/Office Name	7th Floor Police Bhavan Gandhinagar
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Offsite; Chartered Accountant
अनुबंध अवधि /Contract Period	1 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover *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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	25000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	13

(a) ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

O.S.

7th Floor Police Bhavan Gandhinagar, Home Department Gujarat, ADGP(Technical Services), Gujarat,
(O.s. To Adgp T.s., Gandhinagar)

विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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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 / 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.

2. Purchase preference to Micro and Small Enterprises (MSEs) from the State of Bid Inviting Authority: Purchase preference will be given to MSEs as Micro and Small Enterprises from the State of Bid Inviting Authority. If the bidder wants to avail the Purchase preference, 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 defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

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 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.

4. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:[1756812627.pdf](#)

Manpower Hiring For Financial Services - Offsite; Chartered Accountant (1)**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specificatio n	मूल्य/ Values
कोर / Core	
Deployment Location	Offsite
Type of Professional/R esources required	Chartered Accountant

विवरण/ Specification	मूल्य/ Values
Certifications of Professional/Resources required	Certified Insurance Anti-Fraud Professional (CIAFP) , Enterprise Risk Management (by ICAI) , Master's in business finance (by ICAI) , International Taxation , Valuation (by ICAI) , Certified internal auditor (ICAI) , Derivatives (by ICAI) , Indian Accounting Standards (Ind AS) , Forensic Accounting & Fraud , Detection using IT & CAATs (by ICAI)
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	3 - 5 Years
एडऑन /Addon(s)	

अतिरिक्त विशिष्ट दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Ajitbhai Parmar	382010,Office of ADGP (Technical Services), 7th Floor, Police Bhavan, Sector-18, Gandhinagar	1	<ul style="list-style-type: none"> Number of Months : 12

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

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. Forms of EMD and PBG

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

O.S. to ADGP T.S., Gandhinagar

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in

favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

3. **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.

4. **Buyer Added Bid Specific Scope Of Work(SOW)**

Text Clause(s)

Bidders will be given priority for those who have their permanent office in Gandhinagar district or Ahmedabad city.

The bidder should have an average annual turnover of Rs.50,000/- (minimum) in the last three financial years.

5. **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.

6. **Service & Support**

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

अस्वीकरण/**Disclaimer**

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 [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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.

---धन्यवाद/Thank You---

અ.નં.	કામગીરીની વિગત તા ૦૧/૦૪/૨૦૨૫ થી ૩૧/૩/૨૦૨૬
૧	કચેરીના તાંબા હેતુળના તમામ અધિકારી/કર્મચારીઓના ટ્રેમીસવાળા ફોર્મ-૧૬ (ઈ-આઈન વાળા) તૈયાર કરી સોફ્ટ તથા હાર્ડ કોપીમાં પાર્ટ- એ તથા બી આપવા (અંદાજિત કર્મચારી-100)
૨	તમામ કર્મચારી / અધિકારીઓના ત્રિમાસિક 24Q રીટર્ન
૩	અત્રેની કચેરી ખાતેથી ઇન્કમેટેક્સ સંબંધિત કલાર્ક શ્રી જ્ઞાણ જણાવવામાં આવતી ઇન્કમેટેક્સ સંબંધિત સમસ્યાઓનું સમયમર્યાદામાં નિવારણ કરવું તથા જરૂરિયાત મુજબ માર્ગદર્શન આપવું.
૪	નાણાંકીય વર્ષના આગળના નાણાંકીય વર્ષ માટે ઇન્કમેટેક્સ વિભાગ તરફથી આવનાર નોટીસની નિકાલ કરવો.
૫	કોન્ટ્રાક્ટરો/વ્યાપારીઓના બીલોમાંથી કપાત કરેલા TDS ના ત્રિમાસિક 26Q રીટર્ન
૬	આપેલી સેવા સંદર્ભ GSTR 1 & 38 ના માસિક રીટર્ન તથા GSTR-9 ના વાર્ષિક રીટર્ન.
૭	કોન્ટ્રાક્ટરો/વ્યાપારીઓના બીલોમાંથી કપાત કરેલા SGST/CGST - TDS ના માસિક GSTR 7 રીટર્ન
૮	ફોર્મ-૧૬-એ કોન્ટ્રાક્ટરો/વ્યાપારીઓને માસિક આપવાના થતા ફોર્મ (ડીજીટલ કોપી)

શરતો:

(૧) સદર ભાવ નાણાંકીય વર્ષ ૨૦૨૫-૨૦૨૬ માટે માન્ય રહેશે.

(૨) ફોર્મ ૨૪ કચું અને ૨૬ કચું ટીડીએસના પત્રકો અત્રેની મેઈલ દ્વારા મોકલી આપવામાં આવશે. જેની સંપૂર્ણ ચકાસણી કરી નિયત સમય મર્યાદામાં રીટર્ન ફાઈલ કરવાનું રહેશે. તેમજ રીટર્ન કર્યા અંગેની પ્રિન્ટ અને સંબંધિતોના કપાતના સર્ટિફિકેટ કોપીમાં મોકલી આપવાની રહેશે.

(૩) દરેક અધિકારી/કર્મચારીઓના માસિક પગારની વિગતો મેળવી જરૂરી ઇન્કમેટેક્સ સરકારશ્રીના વખતોવખત નિયમોનુસાર કપાત કરી પત્રક મોકલવાનું રહેશે.

(૪) ટીડીએસ ઇ-રીટર્ન અને અન્ય સંબંધિત દસ્તાવેજો/કેટા તમામ પ્રતિનિધી દ્વારા અંત્રેની કચેરીમાંથી જરૂર પડે એકત્રિત કરવાના રહેશે.

(૫) ઉપરોક્ત સમયગાળા દરમ્યાન ઇન્કમેટેક્સ/જીએસટી ડીપાર્ટમેન્ટ તરફથી આપના દ્વારા કરવામાં આવેલ કામગીરી અંગે કોઈ નોટીસ મળે તો સદર નોટીસનો જવાબ ઇજારો મેળવનાર એજન્ટની દ્વારા કોઈ ચાર્જ લીધા વગર કરવાનો રહેશે.

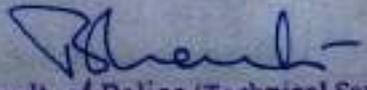
(૬) સમયમર્યાદામાં રીટર્ન ફાઈલ ન થાય અથવા ફોર્મ-૧૬ તથા ૧૬A ઇસ્યુ કરવાની તથા જી.એસ.ટી. રીટર્ન ફાઈલ કરવાની કામગીરીમાં વિલંબ થાય તથા આ અંગે જો ઇન્કમેટેક્સ વિભાગ દ્વારા કોઈ પેનલ્ટી આપવામાં આવે તો તેની જવાબદારી ઇજારો મેળવનાર એજન્ટની રહેશે.

(૭) ઉપરોક્ત કામનું બીલ ત્રિમાસિક મોકલવાનું રહેશે, જેનું સુકવણું અત્રેની કચેરીના ગ્રાન્ટ ઉપલબ્ધતાએ કરવામાં આવશે.

(૮) નાણા વિભાગ તથા જી.એસ.ટી. કચેરીના વખતો વખતના સુધારા-સુચનાઓની આ કચેરીને સમયસર જાણ કરવાની રહેશે.

(૯) ઇજારો મેળવનાર એજન્સીએ કોન્ટ્રાક્ટ વેલ્યુના ૫% સીક્યુરીટી ડિપોઝીટ (બેન્ક ગેરન્ટી) જમા કરાવવાની રહેશે

(૧૦) કામગીરી સંતોષકારક નહીં જણાતા તાત્કાલિક અસરથી આપેલ કામગીરીનો ઇજારો રદ કરવાની સત્તા અધિક પોલીસ મહાનિદેશક તકનિકી સેવાઓ નાઓની, પાસે અનાધિત રહેશે.


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