

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	25-10-2025 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	25-10-2025 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	45 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Consumer Affairs Food And Public Distribution
विभाग का नाम/Department Name	Department Of Food And Public Distribution
संगठन का नाम/Organisation Name	Food Corporation Of India (fci)
कार्यालय का नाम/Office Name	Regional Office, Dimapur
वस्तु श्रेणी /Item Category	Financial Advisory Services - Offsite; Tax Advisory
अनुबंध अवधि /Contract Period	2 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,Certificate (Requested in ATC),Additional Doc 1 (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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू 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 स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b>	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>	1
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	3 Days
अनुमानित बिड मूल्य /Estimated Bid Value	92000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / <b>Financial Document Indicating Price Breakup Required</b>	Yes
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**

आवश्यकता/Required	No
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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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सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
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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): 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.
3. 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.
4. 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.
5. 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.

**एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :**

Bid Value - [1760439720.xlsx](#)

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Number of years of experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions.:**

1. Tender Document (except price bid) along with supporting documents duly signed have to be scanned and uploaded at the requisite places in the GeM Portal
2. PAN & GST Registration Certificate
3. ICAI Registration certificate
4. Partnership registration, partnership deed and List of qualified CA as partners. (Self-Certified)
5. Firm Profile and Experience Certificate
6. Power of Attorney in case of partnership firm/LLP firm.
7. Trade license/registration certificate.
8. Payment details of Application fee and EMD.

**Scope of work to be uploaded by buyer:**[1760438694.pdf](#)

**Pre Bid Detail(s)**

<b>मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time</b>	<b>प्री-बिड स्थान/Pre-Bid Venue</b>
17-10-2025 11:00:00	FCI RO Dimapur

**Financial Advisory Services - Offsite; Tax Advisory ( 1 )****तकनीकी विशिष्टियाँ /Technical Specifications**

<b>विवरण/ Specification</b>	<b>मूल्य/ Values</b>
<b>कोर / Core</b>	
Deployment Location	Offsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing GST , Filing TDS
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly,Quarterly, Anually
Type of Professional/Resources required	Tax expert , GST expert
Qualification of Professional/Resources required	ICWA
Certification of Professional/Resources required	Certified internal auditor (ICAI)
Total Experience of Professionals / Resources (In years)	3 - 5 Years
<b>एडऑन /Addon(s)</b>	
Post Financial Advisory Support	NA

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents****परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

<b>क्र.सं./S.N o.</b>	<b>परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer</b>	<b>पता/Address</b>	<b>संसाधनों की मात्रा / To be set as 1</b>	<b>अतिरिक्त आवश्यकता /Additional Requirement</b>
1	Kumar Kanti Choudhury	797112,H/No - 106, Bank Colony, Near N.I.D.C.,	1	N/A

**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

## 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---**

**NOTICE INVITING ONLINE BIDS FOR APPOINTMENT OF CONSULTANT FOR FILING OF  
MONTHLY/QUARTERLY/YEARLY INCOME TAX AND GST RETURNS FOR FOOD  
CORPORATION OF INDIA, NAGALAND REGION**

**1. Scope of Work**

The selected Tax Consultant shall be responsible for the preparation, validation, filing, and post-filing compliance of the following returns:

**A) TDS Returns:**

- i) **Form 24Q** – Quarterly return for TDS on salaries and download and preparation of FORM 16 from traces.
- ii) **Form 26Q** – Quarterly return for TDS on non-salary payments and download and preparation of FORM 16A from traces.

**Note:-The above returns should be filed on quarterly basis for two units separately for RO, Dimapur and DO, Dimapur.**

**B) GST Returns:**

- i) **GSTR-1** – Monthly return
- ii) **GSTR-3B** – Monthly return
- iii) **GSTR-7** – Monthly TDS return under GST
- iv) **GSTR-9** – Annual GST return
- v) **GSTR-9C** – Annual GST return

Note:- The bidder firm shall attend to all the notices and cases or any queries raised by Income Tax, Service Tax, VAT, GST or any other tax authorities after awarding above contract up to the tribunal level without charging any additional fees. It is further clarified that the notices / cases / queries issued prior to the appointment of the prospective bidder firm related to various taxation matters will also be handled by the firm except for the cases which have already been assigned to various professionals i.e. Advocates/Consultant/Chartered Accountant firms.

**2) Period of contract**

The engagement will be for 2 (Two) **year** (starting from the date of commencement mentioned in the letter of award) and can be extended for further 6(Six) Months on satisfactory performance at the sole discretion of the Food Corporation of India.

**3) Eligibility Criteria**

The bidder must:

- i) Must be a qualified Chartered Accountant (CA) / Cost Accountant (CMA) / Certified GST Practitioner.
- ii) Having at least 3 years of professional experience in TDS and GST return filings.
- iii) Must have provided taxation consultancy services for minimum continuous period of one year in any of the last five financial years to at least 2 clients of Ministry/Department of Central /State Government, CPSUs, SPSUs (Experience certificate to be enclosed).
- iv) Must be registered on GeM with valid PAN, GST, and other statutory registrations.
- v) The Registered head office /Branch office of bidder must be in **Nagaland**. (Copy of registration certificate issued by the ICAI for details of Head office and Branches required).

**4) Responsibilities of the Consultant**

- i) Collection, validation, and reconciliation of data with books and challans.
- ii) Filing of all returns and certificates as listed above before due dates.
- iii) Generation and distribution of **Form 16 and 16A** through TRACES quarterly/yearly.
- iv) Responding to any queries/notices from the Income Tax or GST departments.
- v) Submission of filing proofs (acknowledgments, copies) to the Food Corporation of India.
- vi) Ensure **zero penalties and interest** through timely and accurate compliance.
- vii) Maintain strict confidentiality of data and records.

**5) Payment Terms**

Payments will be released Monthly/**quarterly/Annually** basis upon:

- i) Submission of invoice
- ii) Confirmation of work completion.
- iii) Applicable taxes and **TDS will be deducted** as per law.
- iv) Furthermore, any fee/charges applicable/ levied by the Tax Authorities such as return uploading fees, appeal Filing fees or any other statutory filing fees etc. which cannot be termed as "Service to FCI" shall be reimbursed to the firm on actual basis i.e. on production of necessary proof of such payment.

**6) Penalty Clause**

- i) Delay in return filing or document generation attributable to the consultant will incur a **penalty of ₹500/day**, capped at **10% of the contract value**.
- ii) Any late fees imposed by statutory authorities due to the consultant's fault shall be borne by the consultant.

**7) Confidentiality Clause**

All information, records, and data shared by Food Corporation of India shall be treated as **strictly confidential** and shall not be disclosed to third parties without prior written approval.

**8) Termination Clause**

The contract may be terminated by either party with **30 days' written notice**, in the event of:

- i) Breach of contract.
- ii) Non-performance
- iii) Misconduct or fraud

**9) Submission Requirements (on GeM)**

List of documents to be uploaded by the bidders

- i) Tender Document (except price bid) along with supporting documents duly signed have to be scanned and uploaded at the requisite places in the GeM Portal.
- ii) PAN & GST Registration Certificate.
- iii) ICAI Registration/relevant registration certificate.
- iv) Partnership registration, partnership deed and List of qualified CA as partners. (Self-Certified)
- v) Firm Profile and Experience Certificate.
- vi) Power of Attorney in case of partnership firm/LLP firm.
- vii) Trade license/registration certificate.
- viii) Payment details of Application fee and EMD.

Note: - **Non submission of any of the document listed above will lead to summarily rejection of the offer, no correspondence in this regard shall be made /entertained and additional documents will be accepted.**

**10) Bid evaluation criteria:**

The price bids of the parties who have qualified technically will be opened and L-1 will be awarded the contract. **The proforma of price bid given below as Part-B**

**of MTF. Party is supposed to quote the (rate exclusive of GST) based on the periodicity of the return like monthly/quarterly/Annually. The same will be calculated for two years while evaluating the price bid. L-1 will be decided accordingly. The L-1 will be decided on the basis of least amount quoted in total not on the basis of item wise.**

**It may be noted that except, as provided in this clause, no other charges shall be paid by FCI from those quoted in the financial bid duly accepted and approved by FCI.**

**11) Application Fee and EMD & SD:**

The interested party has to deposit the Application money of Rs.590/-(Five hundred and Ninety rupees only) non-refundable and Rs.5000/-(five thousand rupees only) towards EMD refundable to the Account No. 10810739547 IFSC code SBIN0000072 through NEFT. The deposit details should be enclosed along with technical bid.

The successful bidder has to deposit Rs.10,000/- (ten thousand only) towards Security deposit with 7 working days after awarding the contract.

**12) Pre Bid meeting:**

Pre bid meeting will be conducted online on 17.10.2025 time 11:00 AM. Interested parties may contact through email: [agmfanm@fci.gov.in](mailto:agmfanm@fci.gov.in) to get the link to participate in the pre bid meeting.

**FOOD CORPORATION OF INDIA**  
**REGIONAL OFFICE, NAGALAND REGION,**  
**DIMAPUR -797112**  
PART – B of MTF

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**SCHEDULE OF Work for Price Bid (To be quoted in BOQ Format)**

<b>SL.NO</b>	<b>Particulars of work</b>	<b>Periodicity</b>	<b>Rate quoted (excluding GST) based on the periodicity</b>
1	24Q (Salary) Quarterly Return including Form-16 for both units(RO & DO)	Quarterly	
2	26Q (Non-Salary) Quarterly Return including Form-16 for both units(RO&DO)	Quarterly	
3	GST Monthly Return GSTR-1 (RO only)	Monthly	
4	GST Monthly Return GSTR-3B (RO only)	Monthly	
5	GST Monthly Return GSTR-7( RO only)	Monthly	
6	GST Annual Return GSTR-9 GSTR-9C (RO only)	Annually	

**Note: This price bid should not to be filled and uploaded with Technical Bid documents. It should be quoted in BOQ format available in the GeM Portal.**