

## बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	17-11-2025 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	17-11-2025 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Revenue Department Gujarat
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Gujarat
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Offsite; Chartered Accountant
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (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,Certificate (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

**बिड विवरण/Bid Details**

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों 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 लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड 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	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	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	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	120000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

**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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1. 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.
2. 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.
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:**[1762514465.pdf](#)

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
TDS 24Q and 26Q	50	30	<a href="#">View File</a>
Monthly GST TDS	20	10	<a href="#">View File</a>
Annual Balance SHEet and Audit Report	30	10	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 50**

**QCBS Weightage(Technical:Financial):10:90**

**Manpower Hiring For Financial Services - Offsite; Chartered Accountant ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Offsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Indian Accounting Standards (Ind AS) , Certified internal auditor (ICAI) , International Taxation

विवरण/ Specification	मूल्य/ Values
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	3 - 5 Years
एडऑन /Addon(s)	

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Tadvi Rahul Kumar	389001, COLLECTOR OFFICE, PANCHMAHAL, GODHRA	1	<ul style="list-style-type: none"> <li>Number of Months : 12</li> </ul>

**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. Generic**

Option Clause: Excess Settlement. The excess settlement has been enabled for the service, allowing service providers to include additional charges up to a specified percentage of the item-level total value, including addons, in their invoices. Service providers must declare the applicability of additional charges during invoice creation and submit mandatory supporting documents to avail this option. The total invoice amount, including additional charges, shall not exceed the agreed-upon excess settlement percentage for the order.

**3. Past Project Experience**

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value. c. Any other document

in support of contract execution like Third Party Inspection release note, etc. Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc.

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

File Attachment [Click here to view the file.](#)

### 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. 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.
16. 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---**

## **Pavagadh Area Development Authority**

(COLLECTOR OFFICE, GODHRA, TALUKA GODHRA, DISTRICT PANCHMAHAL -  
389001, GUJARAT STATE)

**Name of Work:**“Annual Contract for Hiring Services of Chartered Accountant Firm”

**Period of work:** **“One year from date of commencement of Contract”**

**E-Tender through GEM portal for Hiring Services of Chartered Accountan Firm**

E-Tenders/Quotations are invited for award of below cited [Annual Contract for a period of 01 years \(From date of commencement of contract\)](#) from reputed Chartered Accountant Firms who are holding Valid Registration / License for providing **Financial Tax Advisory Services.**

**E-Tender through GEM portal for Hiring Services of Chartered Accountant**

**❖ SCOPE OF WORK**

**A) Related to Income Tax-TDS, GST-TDS**

1	To ensure compliance of <b>timely E-filing of all the returns</b> pertaining to Income Tax-TDS, GST-TDS as per the norms prescribed by the Government from time to time and within the prescribed time limit.(Including E-filing of quarterly TDS returns pertaining to income tax deducted from salaries and TDS deducted from contractors and GST-TDS. <b>(24Q, 26Q, and GST-TDS return)</b> ).
2	<b>Validate and Feeding of data</b> of I-Tax deduction of employees/contractors (including PAN/GST numbers.).
3	Data for filing aforesaid return will be provided by Pavagadh area development Authority through <b>soft copy/hard copy</b> as required.
4	To ensure <b>timely generation of Form-16, 16-A. Generation of GST-TDS Challan and certificate/GSTR-7A</b> or any other document mandatory required under aforesaid activities.
5	To provide <b>periodical reports of tax filling</b> (through soft copy/hard copy) as per requirements of Pavagadh area development Authority
6	Timely filing of <b>Correction/Rectification/Revision</b> in monthly/quarterly returns in case of any <b>incorrect entry or invalid/wrong PANs /GST Numbers</b> or any other kind of <b>error</b> in any return of Income Tax-TDS, GST-TDS and GST matter.
7	Providing assistance to <b>file reply of Notice</b> of Income Tax-TDS, GST-TDS and GST matters as and when required.
8	The <b>Contract will be for a period of <u>One Year (From date of commencement of contract)</u></b> , subject to satisfactory performance by the Chartered Accountant Firm.
9	The firm should have their active and <b>fully functional office or branch</b> in the <b>Gujarat state only (Preferable in Panchamahal.)</b>
10	In Pavagadh area development Authority, there are approximately tentative <b><u>8 number of regular staff</u></b> for which 24Q quarterly returns is to be filed and Form 16 are to be generated after the end of the FY. Approximately tentative <b><u>02 numbers of contractors</u></b> for which 26Q quarterly and GST-TDS monthly returns are
	to be filed.

11	Any other work related to Income Tax which is not explicitly mentioned in the scope of work or may be <b>introduced by the Government</b> due to changes in the Taxation laws etc. will form the part of the scope of work.
12	<b>During the contract period, no increase</b> whatsoever will be given other than <b>quoted rates</b> . <b>The reference price quoted is for the period of 12 month (1 Year)</b> .
13	Any other work related to Income Tax as assigned by Pavagadh area development Authority whether or not it pertains to the <b>period of engagement</b> of the firm/consultant.
14	Visit of the <b>consultant/authorised staff</b> once or more in a month to guide on Income Tax related matters. <b>No TA/DA</b> etc. will be paid for this.

**B) Related to GST Matters: -**

1	To <b>file online monthly/annual GST returns of the institute</b> or any other return as required by the GST Authorities from time to time.
2	Consultation/advice on record, maintenance of applicable <b>GST rates</b> .
3	To <b>maintain proper record</b> of outward and inward supplies of Goods or Services and generation of <b>GSTR forms</b> etc.
4	To <b>provide guidance</b> leading to full compliance of all <b>rules and regulations of GST Laws</b> and its implementation from time to time.
5	Assistance in updating GST related portals including e-invoice portal and their related issues as required from time to time.
6	<b>Filing return of GST- TDS on Monthly basis</b> within <b>due dates</b> .
7	Visit of the consultant/authorised staff once or more in a month to guide on Income Tax related matters. <b>No TA/DA</b> etc. will be paid for this.
8	Any other work related to GST as assigned by Pavagadh area development Authority whether or not it pertains to the <b>period of engagement</b> of the firm/consultant.
9	Any other <b>work related to GST</b> which is <b>not explicitly mentioned</b> in the <b>scope of work</b> or may be introduced by the Government due to <b>changes in the Taxation laws</b> etc. will form the part of the scope of work.

❖ **TERMS& CONDITIONS (T & C) FOR SUBMISSION OF E-TENDER**

1	Firm should be Registered Under ICAI Category <b>(Please attach Proof)</b> .
2	Income of Audit and Attestation of category (IV) firm should be greater than 7 lakhs.
3	Registration period of Firm should be minimum of 3 Years. <b>(Please attach Proof)</b> .
4	At least 1 (one) Chartered Accountant should be there in Firm. ( for Authority)
5	The firm hold has their <b>active and fully functional office or branch</b> in the <b>Gujarat state only (Preferably in Panchmahal)</b> . <b>(Please attach Proof)</b> . Only valid proof like GST registration certificate/Electricity bill/Landline/Broadband bill in the name of the firm will be accepted as proof.
6	The contract will be for a period of <b><u>One year from date of commencement of contract</u></b> depending upon the satisfactory performance of the CA Firm. Also, the Chief Executive Officer of Area Development Authority, Pavagadh shall have the unrestricted right to cancel the above contract without any reason and without prior notice before the expiry of the said term.
7	The <b>penalty</b> imposed by respective statutory agencies for any <b>faulty act of the contractor/ agency or due to mistake of contractor/agency</b> should be <b>borne by the contractor/agency</b> . The decision of the competent authority in this regard will be final.
8	An <b>undertaking</b> that the <b>Agency/Company/Firm is not blacklisted</b> by any Govt. Department.
9	The lowest quoting firm will be given preference over others. However, Chief Executive Officer of Area Development Authority, Pavagadh reserves the right to reject all or even the lowest quotation without assigning any reason.
10	The Chief Executive Officer of Area Development Authority, Pavagadh may <b>terminate the contract</b> of the selected firm on account of <b>unsatisfactory service</b> without any reason and without prior notice before the expiry of the said term.
11	The <b>rate</b> should be <b>quoted</b> as <b><u>Lump Sum per Month/Quarter/Year</u></b> for all activities mentioned in scope of work (except GST).
12	On completion of the work done by Firm/Contactor/Party, the <b>amount of bill payable</b> in respect thereof shall be presented in the name of Chief Executive Officer of Area Development Authority, Pavagadh at the above approved rate.
13	<b>Bill to be raised</b> by the <b>Firm/Contractor/Agency on quarterly basis</b> after the satisfactory completion of filing of return to the respective statutory agencies.TDS will be deducted as per rule from the bill.
14	The appointed CA firm shall ensure that data given to them by our organization and any

15	information generated from the data provided shall not be used by the CA firm for any other purpose for <b>data the privacy and security</b> .
16	Firm/ Party /Bidder should upload the <b>PAN, CA Certificate, IT TDS - GST Experience Certificate, Proof of functional Office or branch</b> in Gujarat state (preferably in Panchmahal), GST No Certificate (if available), etc.
17	District of Jurisdiction in case of any <b>judicial dispute</b> : Godhra (Panchmahal)

❖ **SELF ATTESTED DOCUMENTS TO BE ATTACHED: -**

1.	Copy of <b>PAN Number</b> and <b>GST Number</b> .
2	Copy of <b>CA Registration Number/Trade Certificate</b> for carrying out aforesaid activities.
3.	RTGS/NEFT Details of the firm.
4.	Copies of documents in support of <b>experience, turnover and active fully functional office or branch in Gujarat state only</b> (Preferably in Panchmahal).
5.	Valid Address proof in the name of the firm for fully functional office or branch in Gujarat state only (Preferably in Panchmahal).

# Technical Bid

Name of Work: - “Annual Contract for Hiring Services of Chartered Accountant Firm”

## DETAILED STATUS OF THE FIRM

### PROFILE OF CHARTERED ACCOUNTANT FIRM

<b>SR.</b>	<b>PARTICULARS REQUIRED</b>	<b>PARTICULARS GIVEN</b>
<b>I</b>	<b>II</b>	<b>III</b>
1.	Name of the Firm	
2.	CA Registration No. ( <b>Attach Copy</b> )	
3.	PAN No. ( <b>Attach Copy</b> )	
4.	GST No. ( <b>Attach Copy</b> )	
5.	Annual Turn Over ( <b>Attach Copy</b> )	
6.	Experience certificate ( <b>Attach Copy</b> )	
7.	Whether firm has its own office at <b>Gujarat state (Preferably in Panchmahal). (Attach valid address proof in the name of the firm)</b>	
8.	Email address for all communications	
9.	Mobile Nos. of authorized persons	
10.	Any other information, if any.	

Declaration by the bidder:-

This is to certify that I/We before signing his tender and quoting the rates have fully understood all the Terms and Conditions, Scope of Work and undertake myself/over selves to abide by them.

(Signature)  
WITH SEAL  
Dated:

Authorised Signatory

**Pavagadh Area Development Authority**

<b>DEPARTMENT: -</b>	<b>Urban Development and Urban Housing Department</b>
<b>DESCRIPTION: -</b>	<b>Chartered Accountant Services</b>

**List of Items/Services Required**

<b>Sr. No.</b>	<b>Name of Item/Service (With Full Specification)</b>	<b>Service Required</b>	<b>Qty. Required</b>	<b>Unit price (Rs.)</b>	<b>Total (Rs.)</b>	<b>Remark</b>
1	Quarterly Charge for filling of <b>Income Tax-TDS</b> Deduction of <b>Officers/Employees &amp; Generation of Form-16/16A</b> (Form-24Q).	Quarterly	4	Lump Sum Amount/ Quarter/PAN Entry		Approx. <b>8 No. of Staffs</b> and <b>02 No. of Contractors</b> for which returns are to be filed.
	Quarterly Charge for filling of <b>Income Tax-TDS</b> of <b>Contractor's</b> (Form 26Q).	Quarterly	4	Lump Sum Amount/ Quarter/PAN Entry		
2	Monthly Charge for filling of GST- TDS forms.	Monthly	12	Lump Sum Amount /Month/GST/IN Entry		
3	Annual Balance sheet and Audit report	Annual	1	Lump Sum Amount		
<b>Total Quoted Price (Rs. In No.)</b>						
<b>Total Quoted Price (Rs. In Word)</b>						