बिड संख्या/Bid Number: GEM/2025/B/6886022
दिनांक /Dated: 15-11-2025

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	29-11-2025 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	29-11-2025 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	60 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Micro Small And Medium Enterprises
विभाग का नाम/Department Name	Ministry Of Micro Small And Medium Enterprises
संगठन का नाम/Organisation Name	Khadi And Village Indutries Commission (kvic)
कार्यालय का नाम/Office Name	Khadi And Village Industries Commission
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Onsite; Chartered Accountant
अनुबंध अवधि /Contract Period	2 Year(s) 1 Month(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	75 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 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),OEM Authorization Certificate *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 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 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**	5
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**	3000000
मूल्यांकन पद्धति/**Evaluation Method**	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / **Financial Document Indicating Price Breakup Required**	Yes
मध्यस्थता खंड/**Arbitration Clause**	No
सुलह खंड/**Mediation Clause**	No

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	120000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

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

लाभार्थी /Beneficiary :

Director
Khadi And Village Industries Commission, Ministry of Micro Small and Medium Enterprises, Khadi and Village Indutries Commission (KVIC), Ministry of Micro Small and Medium Enterprises
(Director)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

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. 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.
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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

The Bidder must have successfully executed at least XX projects of any value in past 3 years of providing similar services to Central/State Government, PSUs or any other government organizations: At least 3 projects in the past 3 years

The Bidder must have successfully executed at least YY projects of any value in past 3 years of providing similar services for at least ZZ different clients(Central/State Government, PSUs or any other government): The Bidder must have successfully executed at least 3 projects of any value in the past 3 years of providing similar services for at least 2 different clients (Central/State Government, PSUs, or any other government organizations).

Service provider must have a dedicated team of required manpower of XX for the project:6

Scope of Work:1763184103.pdf

Manpower Hiring For Financial Services - Onsite; Chartered Accountant (5)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Indian Accounting Standards (Ind AS) , Detection using IT & CAATs (by ICAI) , Valuation (by ICAI) , Certified internal auditor (ICAI)
Qualification of Professional/Resources required	CA , Graduate / Post-Graduate in finance
Total Experience of Professionals / Resources (In years)	16 - 20 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

अतिरिक्त विशिष्टि दस्तावेज़ /**Additional Specification Documents**

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Pradeep Kumar Verma	110001,24 REGAL BUILDING , CONNAUGHT CIRCUS	5	• Number of Months : 24

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. **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. **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.

5. **Service & Support**

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

6. **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.

7. **Payment**

   PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

8. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

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

   File Attachment Click here to view the file.

10. **Buyer Added Bid Specific ATC**

    Buyer Added text based ATC clauses

    The bidder shall download, read, and carefully examine all terms and conditions, scope of work , and other contents of this bid document. The bidder must submit the complete bid document duly signed and stamped on each page by the authorized signatory of the firm as a token of a cceptance of all terms and conditions mentioned herein.

    Submission of the signed bid document shall be deemed as the bidder’s unconditional accepta nce of all the provisions, obligations, and responsibilities stipulated in this tender. Any bid su bmitted without a duly signed and stamped copy of this document is liable to be summarily rej ected.

    .

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, conditons 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---

Tender document for Hiring Services of Chartered Accountant Firm to KGB-New Delhi

1. **GOVERNMENT E-MARKETPLACE (GeM) BID NOTICE-**

   E-Tenders are invited from firms having experience of providing the Chartered Accountant services in reputed organizations preferably in the Government or public sector for at least 5 years and providing a proof of relevant experience and certificate of satisfactory performance from such clients to be enclosed.

   Bidders must deposit the earnest money deposit (EMD) of requisite amount, if applicable, as per bid details on GeM portal.

2. **TERMS AND CONDITIONS OF BID-**
   - **Estimated bid value:** The estimated tender value is approximately Rs. 40 Lakhs.
   - **Period of Contract:** The Chartered Accountant firm will be required to provide the desired services for a period of two years. The rates quoted by the bidder shall remain unchanged during the period of the contract. KGB-New Delhi, however, reserves the right to terminate the contract by serving one month's notice, in writing.
   - **Earnest Money Deposit (EMD):** EMD of requisite amount if applicable to be deposited in the form of account payee/ Demand Draft (DD or Bank guarantee issued or confirmed from any of the scheduled commercial banks in India. The EMD in the form of Bank Guarantee/ Transferable Depositary Receipt to remain valid for a period of 45 days beyond the final bid validity period. The scanned copy of the same to be uploaded on GeM portal. Firms registered under MSE will be exempted from EMD as per existing guidelines.
   - **Last date of submission**: Last date of uploading the bid is stipulated on GeM portal.
   - **Date of opening of Bids**: Technical Bid will be opened on stipulated date and time on GeM portal.

3. **Eligibility Criteria-**
   1. CAG empanelled not below the category IInd CA firm having minimum 15 years of continuous practice.
   2. Presently said CA Firm working in Govt. Social Sector Enterprises/PSU/ Autonomous Body /Statutory Bodies. Further, the firm should have a minimum of 5 years of professional experience in providing accounting and taxation services to Khadi and Village Industries institutions/organizations.
   3. CAG empanelled CA Firm should well versed with Government accounting system.
   4. CAG empanelled CA Firm should well versed with maintaining of accounting system in tally and SAP (IFMS).
   5. CAG empanelled CA Firm should well versed with filling of GST, TDS ITR Return and TDS certificates and compliance of thereof.
   6. Firm must have minimum 5 full time CAs.
   7. CA Firm having minimum 2 FCAs out of those minimum 1 having DISA Certificate.
   8. Partner well versed with accounting process designing & implementation of tally and SAP (IFMS) in large enterprises including PSUs.
   9. The firm should have the minimum average turnover in last three years of Rs. 75.00 lakhs per annum.
   10. The firm should have the PAN No./GST No. and other Govt registration Nos as applicable.
   11. The firm should be able to depute six numbers of qualified person (Three in tally and three in SAP (IFMS) System) to manage and look after the following under mentioned scope of work related to maintenance of Accounts and inventory and filling of GST, TDS Return and TDS certificate and compliance of thereof.

12. The firm need to give a declaration that no proceeding & show cause notice is pending against firm by the Charted Accountant Institute/ICMAI or CA&G Office.
13. The firm shall not utilize or publish or disclose or part with any statistics, data/proceeding or information collected with the assignment. The firm shall be duty bound to hand over the entire records of assignment along with the software to the Khadi Gramodyog Bhawan, New Delhi completion of various phases of assignment.

4. OTHER TERMS AND CONDITIONS-

1. Bidders are required to upload their technical and financial bid as per bid specification uploaded on GeM Portal. In addition, documents mentioned in technical bid documents should be uploaded to the GeM portal.
2. The competent authority reserves the right to reject all or any bid in whole, or in part, without assigning any reason thereof.
3. After the opening of the administrative and technical bid, the attached documents will be checked. The evaluation of the tender will be done on the basis of the documents submitted. This is applicable to all bidders.
4. The bid of any bidder which has not met the eligibility criteria will be summarily rejected and bid(s) which do not comply with bid instruction and any conditions of the tender terms and conditions may also be rejected.
5. All bidders that will fulfil the eligibility criteria, bid instruction and tender terms & conditions and qualify the administrative and technical evaluation, will be qualified for the opening of the financial bid.
6. Lowest financial bid will be evaluated based on the overall lowest rate quoted by the bidder as per GeM guidelines.
7. The EMD shall be refunded to the unsuccessful bidders after finalization of the contract. It shall be refunded to the successful bidder on receipt of performance bank guarantee. No interest is payable on the EMD.
8. The bid shall be valid for 90 days from the date of opening.
9. Bids which are incomplete or conditional in any form shall be rejected.
10. In case the successful bidder declines the offer of contract, for whatsoever reason(s), their EMD shall be forfeited. But if the bidder is exempted from submitting EMD then the bidder might be prohibited to apply for any tender or procurement of any item or service at KGB-New Delhi for a period of at least two years.
11. A formal contract shall be executed/ entered into with the successful bidder. In this contract, the successful bidder shall be defined as contractor.

5. Scope Of Work (SOP) Referred from Work Order-

1. Timely writting of cash book and ledger posting including the posting in party account to access the amount receivable/payable to any party in Tally and SAP (IFMS) software system.
2. Timely calculation of tax payable by all employees (approximately 51 employees) and filing of GST, TDS, and ITR returns, along with issuance of TDS certificates (Form-16) and ensuring full compliance thereof. The firm shall also ensure accurate calculation and reporting of all tax liabilities arising from transactions amounting to approximately ₹100 crores annually.
3. Preparation and submission of monthly and quarterly Trail Balance in all respect in 1st week of every succeeding month of the previous month in Tally & SAP (IFMS) software system.

4. Preparation & submission of monthly bank reconciliation statement in 1st week of every succeeding month of the previous month for 10 showrooms/sales outlets across Delhi and Uttar Pradesh and Haryana warehouse.
5. Maintenance of stock book and updating it daily basis recording all purchases and sale.
6. Maintenance of assets register & physical verification of assets and reporting thereof.
7. Maintenance of separate book of accounts for various types of exhibitions.
8. Maintenance of R.C. and Non R.C. accounts.
9. Interdepartmental Sundry Debtors and Sundry Creditors to be confirmed and reconciled. Inter branch accounts to be reconciled every month end.
10. Confirmation of Balance of Sundry Debtors and Sundry Creditors.
11. Proper fund management to generate higher revenues and to ensure to transferring of all sale proceeds day to day basis into centralized bank A/c, H.O., Mumbai.
12. The Capital Accounts to be reconciled with the Capital Accounts maintained with the Directorate of Accounts, H.O., Mumbai on fortnightly basis.
13. To ensure consignment system of purchase to be followed strictly. All unsold goods to be return to the suppliers to avoid pilling of stock and GST norms is to be followed strictly in this regard. Payment to the parties strictly against the sale.
14. Unspent Grants and Imprested amount refundable to KVIC to be refunded every year end.
15. The stock surplus stock deficit to be reconciled and should not be permitted to accumulate and report of deficit stock should be submitted irrverbably.
16. The amount receivable from KVIC under various heads, State Govt. dues like rebate subsidy etc. to be recovered by constant pursuance.
17. Compliance to the Audit observation especially to CAG Audit and RAO objection and measures taken to overcome the short coming.
18. To attend on the behalf of the Khadi Gramodyog Bhawan, New Delhi in respective TDS & GST ward/Circle in respect of demand/quarries and prepare and submit reply thereoff.
19. Any other relevant work relation to maintenance and up-keeping of accounts and financial position assigned time to time.
20. Not to utilize or publish or disclose or part with any statistics, data/proceeding or information collected with this assignment. Your firm will be bound to hand over the entire record of assignment along with the software to Khadi Gramodyog Bhawan, New Delhi after completion of various phases of assignment/whenever it demanded/immediately discontinuation notice of your hired services.
21. Your firm should depute six numbers of qualified persons (three in tally and three in SAP (IFMS)) system to manage and look after the above mentioned scope of work.
22. The competent authority has right to suspend/cancel this work order anytime without assigning any reason.
23. Maintenance and monitoring of CPC purchase/sales, GeM purchase/sales, and online e-commerce transactions, ensuring proper accounting, documentation, and compliance under applicable rules and procedures, including generation and maintenance of E-invoices and E-way bills for all eligible transactions.
24. Accounting of exhibitions, ensuring proper maintenance of all related financial records, preparation of Trial Balance, and formulation of various cost sheets for each exhibition to assess profitability and expenditure.

6. The Details of Terms of Reference (TOR) of the proposal are as below-

1. Timely writing of cash book and ledger posting including the posting to party account to assess the amount receivable/payable to any party in tally & SAP (IFMS) system.

2. Timely filling of GST, TDS, ITR Return and TDS certificates etc and compliance of thereof.
3. Preparation and submission of monthly and quarterly Trial Balance in 1st week of every succeeding month of the previous month in tally & SAP (IFMS) system.
4. Preparation & submission of Monthly Bank reconciliation statement in 1st week of every succeeding month of the previous month.
5. Confirmation of Balance of Sundry Debtors and Sundry Creditors.
6. Maintenance of Stock Book and updating it daily basis recording all purchases and sale.
7. Interdepartmental Sundry Debtors and Sundry Creditors to be confirmed/reconciled. Inter branch accounts to be reconciled every month end.
8. Proper fund management Surplus fund to be deposited in TDRs or Flexi account to generate higher revenues and transferring of all sale proceeds to centralized bank A/c, H.O., Mumbai.
9. The Capital Account to be reconciled with the Capital Account maintained with the Dte. of accounts, Mumbai.
10. The consignment system of purchase to be followed strictly. All unsold goods to be returned to the suppliers to avoid piling of stock. Payment to the parties strictly against sales.
11. Unspent Grants, Imprest amount refundable to KVIC to be refunded every year end.
12. The amount receivable from KVIC under various heads, State Govt. dues like rebate subsidy to be recovered by constant pursuance.
13. The stock surplus stock deficit to be reconciled immediately and should not be permitted to accumulate and report of deficit stock should be submitted irrverbably.
14. Maintenance of assets register and physical verification of assets annually.
15. Maintenance of separate book of accounts for various types of Marketing Exhibitions.
16. Maintenance of R.C. and Non R.C. accounts.
17. Compliance to the Audit observations especially to CAG Audit and R.A.O. objections and measures taken to overcome the shortcoming.
18. Any other relevant issue relation to maintenance and up-keeping of accounts and financial position as assigned time to time.
19. Selection of the bidder will be based on L-1/reputation of the bidder and discretion of the committee.

The CAG approved CA Firm who fulfills above stated eligibility criteria and agrees with TOR may kindly participate in bid with financial quotation fee. The Competent Authority has right to accept or reject the whole tender/proposal process without any reason.

7. MANPOWER RELATED CLAUSE-

1. Any misconduct/misbehavior on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to KGB-New Delhi.
2. The CA firm should ensure to maintain adequate strength of manpower. In case the available manpower is less than compared to the required, a penalty of Rs. 500/- per day will be deducted from the bill.
3. The CA firm shall employ adult employees only. Employment of child labour will lead to the termination of the contract. The CA firm shall be responsible for payment by following the Minimum wages Act, ESI Act, PF Act, Bonus Act as applicable and also by obeying all existing Labour laws.
4. The number of manpower required may increase depending upon the requirement.

8. **Technical Bid Documents-**

DETAILED STATUS OF THE FIRM

PROFILE OF CHARTERED ACCOUNTANT FIRM

SR.	PARTICULARS REQUIRED	PARTICULARS GIVEN	*PAGE No.
1	Name of the Firm & Address		
2	Name of the Owner of the firm		
3	Mobile Nos. & Email Address of authorized persons		
4	CA Registration No. (Attach Copy of Reg. Certificate of ICAI)		
5	PAN No. (Attach Copy of PAN Card)		
6	GST Registration Certificate (Attach Copy)		
7	MSEs/MSMEs Certificate (if any as per GeM) (Attach Copy)		
8	Average Annual Turnover 70 lakhs per annum (Attach Copy of Balance Sheet F.Y. 2021-22, 2022-23, 2023-24)		
9	Copy of ITR for last 3 years (Attach Copy of Balance Sheet F.Y. 2021-22, 2022-23, 2023-24)		
10	Last 3 years CAG Empanelment letters		
11	Unique code number (UCN) with category of firm		
12	Experience 15 years (Attach Copy) with 5 yrs exp in govt sector		
13	Firm should have its own office at Delhi/NCR. (Attach valid office address proof in the name of the firm)		
14	RTGS/NEFT Details of the firm to be enclosed.		
15	All enclosed Annexure should be duly filled & signed on company letter head.		
16	Full ATC should be uploaded with duly signed on every page.		
17	Any other information, if any.		

***Indicating page number in column above is mandatory.**

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

Authorised Signatory

Dated:

9. **Details of value of contract as per eligibility criteria in the following proforma-**

S No.	Name and Address of the organization	Details regarding the contract including manpower deployed	Value of Contract (Rs.)	Duration Of Contract	
				FROM	TO
1					
2					
3					
Additional information, if any					

10. **Condition of Financial Bid-**

    1. The bidder should Quote lump sum amount (In Rs.) per month on GeM portal for all work (which is mentioned in scope of work).
    2. The quote will be treated as invalid/unresponsive, if item wise rates are quoted. Only a single lump sum amount per month which shall remain valid for contract period for all works as per scope of work.
        a. Firm quoting lowest overall will be treated as `L1` firm.
        b. If there is a mismatch in Rate in Figures and rate in Words, then the Rate in Words will be taken as the Quoted Rate.

Note: Rates must be inclusive of all types of charges (except GST).

3. If the quoted rates of two/more firms are same, then L1 firm will be decided on the basis of below mentioned criteria and order: -
    a. Higher relevant experience (if both quoted rates are same)
    b. Nearby distance of office (applicable only if (a) not fulfil)
4. The firm should not devise their own format or lay down any other conditions except lump sum amount. Conditional quotes are liable to be rejected.
5. Applicable Taxes i.e. GST, shall be paid extra, on reimbursement basis.
6. The authorized officer of the firm should sign and stamp the pages of this letter and submit the complete tender/quotation may be submitted online on https://gem.gov.in

ANNEXURE-I

Self-Declaration

(To be given on Company Letter Head)

1. I ________________________________son/daughter/wife of Sh. ____________________ and Proprietor/Director/authorized signatory of the agency mentioned above, is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am /are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law and forfeiture of EMD or Performance Guarantee as the case may be.

Date:

Place: Signature of authorized person

FULL NAME:

ANNEXURE-II

Non-Black listing declaration

(To be given on Company Letter Head)

Date:

To,

____

____

____

____

Sub: Declaration for Non-Blacklisting

Tender Reference No: __________________________

NameofTender/Work:- ____

Dear Sir/Madam,

We hereby declare that we are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Yours Faithfully,

(Signature of the Bidder)

With Official Seal