

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	09-02-2026 12:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	09-02-2026 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	90 (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, Itanagar, Arunachal Pradesh
वस्तु श्रेणी / Item Category	Financial Advisory Services - Offsite; Tax Advisory
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	2 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 Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, 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
लागू आरसीएम/RCM Applicable	Yes
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	135996
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

#### ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
-------------------	----

#### ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
-------------------	----

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

#### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
-------------------------------	-----

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. 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.
3. 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.

#### जीएसटी की धारा 9(3)/Section 9(3) Of GST

Where ever RCM is applicable, sellers (Regular GST registered seller who opted out of FCM , unregistered seller, seller registered under composition scheme)will be forced to put Zero GST and GST cess in their bids. Buyer will have liability of paying the GST and GST cess to the government on the specified rate mentioned by them in this Bid.

#### जीएसटी की धारा 9(3) / Section 9(3) Of GST

Where ever RCM is applicable, sellers (Regular GST registered seller who opted out of FCM , unregistered seller, seller registered under composition scheme)will be forced to put Zero GST and GST cess in their bids. Buyer will have liability of paying the GST and GST cess to the government on the specified rate mentioned by them in this Bid.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

#### 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.:2-3 Years**

**Scope of work to be uploaded by buyer:**[1769753338.pdf](https://www.mca.gov.in/LinkClick.aspx?linkid=1769753338)

#### Financial Advisory Services - Offsite; Tax Advisory ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<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
Type of Professional/Resources required	Chartered accountant , GST expert , CMA

विवरण/ Specification	मूल्य/ Values
Qualification of Professional/Resources required	CA , ICWA
Certification of Professional/Resources required	Qualification Proof
Total Experience of Professionals / Resources (In years)	2-3 Years
<b>एडऑन /Addon(s)</b>	
Post Financial Advisory Support	Yes

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

**इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details**

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RCM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	18%	NA	No

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Anjan Jyoti Das	791111,FCI, Regional Office, JNK Building, APPSC Road, E-Sector, Itanagar-791111, Arunachal Pradesh	Project / Lumpsum Based	<ul style="list-style-type: none"> <li>Number of months for which Post Advisory support is Required : 12</li> </ul>

**Financial Advisory Services - Offsite; Tax Advisory ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Offsite

विवरण/ Specification	मूल्य/ Values
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
Type of Professional/Resources required	Chartered accountant , GST expert , CMA
Qualification of Professional/Resources required	CA , ICWA
Certification of Professional/Resources required	Qualification Proof
Total Experience of Professionals / Resources (In years)	2-3 Years
<b>एडऑन /Addon(s)</b>	
Post Financial Advisory Support	Yes

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

**इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details**

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RCM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	18%	NA	No

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Anjan Jyoti Das	791111,FCI, Regional Office, JNK Building, APPSC Road, E-Sector, Itanagar-791111, Arunachal Pradesh	Project / Lumpsum Based	<ul style="list-style-type: none"> <li>Number of months for which Post Advisory support is Required : 12</li> </ul>

**Financial Advisory Services - Offsite; Tax Advisory ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<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
Type of Professional/Resources required	Chartered accountant , GST expert , CMA
Qualification of Professional/Resources required	CA , ICWA
Certification of Professional/Resources required	Qualification Proof
Total Experience of Professionals / Resources (In years)	2-3 Years
<b>एडऑन /Addon(s)</b>	
Post Financial Advisory Support	Yes

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

**इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details**

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RCM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	18%	NA	No

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

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
----------------	--	-------------	----------	---

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Anjan Jyoti Das	791111,FCI, Regional Office, JNK Building, APPSC Road, E-Sector, Itanagar-791111, Arunachal Pradesh	Project / Lumpsum Based	<ul style="list-style-type: none"> <li>Number of months for which Post Advisory support is Required : 12</li> </ul>

## Financial Advisory Services - Offsite; Tax Advisory ( 1 )

### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<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
Type of Professional/Resources required	Chartered accountant , GST expert , CMA
Qualification of Professional/Resources required	CA , ICWA
Certification of Professional/Resources required	Qualification Proof
Total Experience of Professionals / Resources (In years)	2-3 Years
<b>एडऑन /Addon(s)</b>	
Post Financial Advisory Support	Yes

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

### इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RCM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	18%	NA	No

**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	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Anjan Jyoti Das	791111,FCI, Regional Office, JNK Building, APPSC Road, E- Sector, Itanagar-791111, Arunachal Pradesh	Project / Lumpsum Based	<ul style="list-style-type: none"><li>Number of months for which Post Advisory support is Required : 12</li></ul>

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

विवरण/ Specification	मूल्य/ Values
<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
Type of Professional/Resources required	Chartered accountant , GST expert , CMA
Qualification of Professional/Resources required	CA , ICWA
Certification of Professional/Resources required	Qualification Proof
Total Experience of Professionals / Resources (In years)	2-3 Years
<b>एडऑन /Addon(s)</b>	
Post Financial Advisory Support	Yes

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

**इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details**



जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RCM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	18%	NA	No

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Anjan Jyoti Das	791111, FCI, Regional Office, JNK Building, APPSC Road, E-Sector, Itanagar-791111, Arunachal Pradesh	Project / Lumpsum Based	<ul style="list-style-type: none"> <li>Number of months for which Post Advisory support is Required : 12</li> </ul>

#### Financial Advisory Services - Offsite; Tax Advisory ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<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
Type of Professional/Resources required	Chartered accountant , GST expert , CMA
Qualification of Professional/Resources required	CA , ICWA
Certification of Professional/Resources required	Qualification Proof
Total Experience of Professionals / Resources (In years)	2-3 Years
<b>एडऑन /Addon(s)</b>	
Post Financial Advisory Support	Yes

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

#### इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RCM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	18%	NA	No

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Anjan Jyoti Das	791111,FCI, Regional Office, JNK Building, APPSC Road, E-Sector, Itanagar-791111, Arunachal Pradesh	Project / Lumpsum Based	<ul style="list-style-type: none"> <li>Number of months for which Post Advisory support is Required : 12</li> </ul>

#### Financial Advisory Services - Offsite; Tax Advisory ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<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
Type of Professional/Resources required	Chartered accountant , GST expert , CMA
Qualification of Professional/Resources required	CA , ICWA
Certification of Professional/Resources required	Qualification Proof
Total Experience of Professionals / Resources (In years)	2-3 Years
<b>एडऑन /Addon(s)</b>	

विवरण/ Specification	मूल्य/ Values
Post Financial Advisory Support	Yes

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

#### इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RC M Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	18%	NA	No

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Anjan Jyoti Das	791111,FCI, Regional Office, JNK Building, APPSC Road, E-Sector, Itanagar-791111, Arunachal Pradesh	Project / Lumpsum Based	<ul style="list-style-type: none"> <li>Number of months for which Post Advisory support is Required : 12</li> </ul>

#### Financial Advisory Services - Offsite; Tax Advisory ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<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

विवरण/ Specification	मूल्य/ Values
Type of Professional/Resources required	Chartered accountant , GST expert , CMA
Qualification of Professional/Resources required	CA , ICWA
Certification of Professional/Resources required	Qualification Proof
Total Experience of Professionals / Resources (In years)	2-3 Years
<b>एडऑन /Addon(s)</b>	
Post Financial Advisory Support	Yes

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

**इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details**

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RC M Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	18%	NA	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	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Anjan Jyoti Das	791111,FCI, Regional Office, JNK Building, APPSC Road, E-Sector, Itanagar-791111, Arunachal Pradesh	Project / Lumpsum Based	<ul style="list-style-type: none"> <li>Number of months for which Post Advisory support is Required : 12</li> </ul>

**Financial Advisory Services - Offsite; Tax Advisory ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	

विवरण/ Specification	मूल्य/ Values
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
Type of Professional/Resources required	Chartered accountant , GST expert , CMA
Qualification of Professional/Resources required	CA , ICWA
Certification of Professional/Resources required	Qualification Proof
Total Experience of Professionals / Resources (In years)	2-3 Years
<b>एडऑन /Addon(s)</b>	
Post Financial Advisory Support	Yes

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

**इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details**

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RCM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	18%	NA	No

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

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

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Anjan Jyoti Das	791111,FCI, Regional Office, JNK Building, APPSC Road, E-Sector, Itanagar-791111, Arunachal Pradesh	Project / Lumpsum Based	<ul style="list-style-type: none"> <li>Number of months for which Post Advisory support is Required : 12</li> </ul>

**Financial Advisory Services - Offsite; Tax Advisory ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<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
Type of Professional/Resources required	Chartered accountant , GST expert , CMA
Qualification of Professional/Resources required	CA , ICWA
Certification of Professional/Resources required	Qualification Proof
Total Experience of Professionals / Resources (In years)	2-3 Years
<b>एडऑन /Addon(s)</b>	
Post Financial Advisory Support	Yes

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

**इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details**

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RCM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	18%	NA	No

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

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
----------------	--	-------------	----------	---

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Anjan Jyoti Das	791111,FCI, Regional Office, JNK Building, APPSC Road, E-Sector, Itanagar-791111, Arunachal Pradesh	Project / Lumpsum Based	<ul style="list-style-type: none"> <li>Number of months for which Post Advisory support is Required : 12</li> </ul>

### Financial Advisory Services - Offsite; Tax Advisory ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<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
Type of Professional/Resources required	Chartered accountant , GST expert , CMA
Qualification of Professional/Resources required	CA , ICWA
Certification of Professional/Resources required	Qualification Proof
Total Experience of Professionals / Resources (In years)	2-3 Years
<b>एडऑन /Addon(s)</b>	
Post Financial Advisory Support	Yes

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

#### इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RCM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	18%	NA	No

**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	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Anjan Jyoti Das	791111,FCI, Regional Office, JNK Building, APPSC Road, E- Sector, Itanagar-791111, Arunachal Pradesh	Project / Lumpsum Based	<ul style="list-style-type: none"><li>Number of months for which Post Advisory support is Required : 12</li></ul>

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

विवरण/ Specification	मूल्य/ Values
<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
Type of Professional/Resources required	Chartered accountant , GST expert , CMA
Qualification of Professional/Resources required	CA , ICWA
Certification of Professional/Resources required	Qualification Proof
Total Experience of Professionals / Resources (In years)	2-3 Years
<b>एडऑन /Addon(s)</b>	
Post Financial Advisory Support	Yes

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

**इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details**



जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RCM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	18%	NA	No

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Anjan Jyoti Das	791111, FCI, Regional Office, JNK Building, APPSC Road, E-Sector, Itanagar-791111, Arunachal Pradesh	Project / Lumpsum Based	<ul style="list-style-type: none"> <li>Number of months for which Post Advisory support is Required : 12</li> </ul>

#### Financial Advisory Services - Offsite; Tax Advisory ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<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
Type of Professional/Resources required	Chartered accountant , GST expert , CMA
Qualification of Professional/Resources required	CA , ICWA
Certification of Professional/Resources required	Qualification Proof
Total Experience of Professionals / Resources (In years)	2-3 Years
<b>एडऑन /Addon(s)</b>	
Post Financial Advisory Support	Yes

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

#### इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RCM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	18%	NA	No

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Anjan Jyoti Das	791111,FCI, Regional Office, JNK Building, APPSC Road, E-Sector, Itanagar-791111, Arunachal Pradesh	Project / Lumpsum Based	<ul style="list-style-type: none"> <li>Number of months for which Post Advisory support is Required : 12</li> </ul>

#### Financial Advisory Services - Offsite; Tax Advisory ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<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
Type of Professional/Resources required	Chartered accountant , GST expert , CMA
Qualification of Professional/Resources required	CA , ICWA
Certification of Professional/Resources required	Qualification Proof
Total Experience of Professionals / Resources (In years)	2-3 Years
<b>एडऑन /Addon(s)</b>	

विवरण/ Specification	मूल्य/ Values
Post Financial Advisory Support	Yes

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

#### इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/RCM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	18%	NA	No

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Anjan Jyoti Das	791111,FCI, Regional Office, JNK Building, APPSC Road, E-Sector, Itanagar-791111, Arunachal Pradesh	Project / Lumpsum Based	<ul style="list-style-type: none"> <li>Number of months for which Post Advisory support is Required : 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

#### 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove;**

and

- All operative provisions of the erstwhile Labour Laws until their complete substitution.

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

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---

**FOOD CORPORATION OF INDIA**  
**REGIONAL OFFICE, ITANAGAR**

**TENDER DOCUMENT**

**TENDER FOR ENGAGEMENT OF CONSULTANT FOR FILING OF GST MONTHLY RETURNS FOR FY 2026-2027 AND ANNUAL RETURN (GSTR-9) AND RECONCILIATION STATEMENT (GSTR-9C) for FY 2025-26)**

**GeM Bid No.:** To be generated on GeM

**Tender Ref No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Date of Publishing Tender through GeM	Tender date (T) = Approval date of CA
Last Date & Time for online Submission of tender	T + 10 days (15:00 hrs)
Date & Time for opening Technical Bid	T + 10 days (15:30 hrs)
Pre Bid Meeting date and venue	T + 3 days (12:00 hrs) at FCI, RO, Itanagar

**I : E-TENDER NOTICE**

Food Corporation of India (FCI), Regional Office, Itanagar, invites online bids through the **Government e-Marketplace (GeM) Portal** from eligible bidders for **Engagement of Consultant for Filing of GST Returns**, in accordance with the terms and conditions specified in this Tender Document.

Sl. No.	Particulars	Details
1	Name of Work	Engagement of Consultant for filing of GST-TDS, GSTR-1, GSTR-3B and Annual Return (GSTR-9 / 9C and Providing Consultation/Opinions regarding GST Matters)
2	Mode of Tender	Open Competitive Bidding through GeM Portal
3	Contract Period	One Year
4	Bid Submission	Tender is to be submitted in two parts at Single Stage i.e.: Part-I (Technical Bid); Part-II (Financial Bid)
5	Bid Due Date	As per GeM Portal
6	EMD / Bid Security	Not Applicable (as per GeM norms)
7	Performance Security	As per GeM / FCI norms, if applicable
8	Place of Jurisdiction	Itanagar
9	Estimated Cost	Rs 1,36,000/-

**NOTES:**

1. The tenderer shall examine carefully all available tender documents and comply with the same.

2. Complete tender document can be seen/ downloaded from [www.gem.gov.in](http://www.gem.gov.in), and online bids are to be submitted through [www.gem.gov.in](http://www.gem.gov.in) only.
3. Tender documents may be downloaded from Government e-Marketplace (GeM) portal (URL: [www.gem.gov.in](http://www.gem.gov.in) ) Bidders/Suppliers who have not enrolled/registered in GeM portal should enroll/ register before participating through the website [www.gem.gov.in](http://www.gem.gov.in) .
4. Tenderers shall have to visit the GeM portal ([www.gem.gov.in](http://www.gem.gov.in) ), select the appropriate GeM bid number and upload electronically by scanning in PDF format duly filled and signed ATC and technical bid documents by filling all the relevant columns with all the required enclosures.
5. Tenderer shall submit their offer along with supporting documents in electronic format to be duly signed & scanned on or before the scheduled date & time as mentioned above and should be uploaded in technical bid through GeM portal. Hard copy of the tender documents will not be accepted and any such offer, if received by Food Corporation of India will be out rightly rejected. **Price has to be quoted in absolute terms at relevant place in GeM including GST.**
6. Corrigendum/Addendum to the Tender Notice, if any, shall be issued/ available online only. Prospective bidders are requested to view website/GeM portal regularly.
7. The tenderers must fully comply with all the terms and conditions given in the detailed NIT. It is clarified that in case any of the stipulated terms and conditions are not fulfilled by the tenderers and incomplete or incorrect information submitted by the tenderer, the bid may be treated as ineligible and tenderer may be technically disqualified and Price Bid shall not be opened. The results of technical evaluation will be uploaded on the GeM Portal. In case there are technically disqualified bidders, the reasons for disqualification will be uploaded and price bid shall be opened. Intimation of Price bid opening will be provided through GeM only.
8. GeM Portal is used as a platform for procurement/tendering. All the terms and conditions contained in this NIT shall prevail over GeM General Terms & Conditions, in case of contradiction between two.
9. The incident management policy stipulated by GeM at the time of bid publishing shall also be applicable.
10. The Food Corporation of India reserves the right to accept / reject the tenders without assigning any reason; the decision of the Corporation shall be final and binding on tenderer.
11. For any technical assistance while uploading the bids in GeM portal please contact 24X7 GeM portal Helpdesk Mail at: [helpdesk-gem@gov.in](mailto:helpdesk-gem@gov.in) 1800-419-3436 & 1800-102-3436.

**General Manager (Region)**  
FCI, RO, Itanagar, Arunachal Pradesh

## II : SCOPE OF WORK

The Consultant shall be responsible for the following activities:

1. Monthly filing of **GST returns**.



2. Filing of **Annual Return (GSTR-9)** and **Reconciliation Statement (GSTR-9C)** for FY 2025-26.
3. Reconciliation of GST returns with books of accounts and GST portal data.
4. Ensuring timely compliance under GST Act and Rules.
5. Assistance in replying to GST notices/queries related to the above returns during the contract period.
6. Providing any other related support (not covered above) to FCI in connection with the GST compliance and any other Indirect Tax.

### III : ELIGIBILITY CRITERIA

1. The bidder must be a **Chartered Accountant / Cost Accountant / GST Practitioner / Firm** registered under applicable laws.
2. Must possess a valid **GST Registration Number**.
3. Must have minimum **Two-Three years' experience** in GST compliance and return filing for any PSU/ Banks/ Govt. bidders etc.
4. The bidder should not be blacklisted or debarred by any Government Department / PSU / Autonomous Body.
5. The bidder should have one office at Itanagar, Arunachal Pradesh and operating since last two years

### IV : INSTRUCTIONS TO BIDDERS

1. Bids shall be submitted strictly as per instructions provided on the **GeM Portal**.
2. The bidder shall ensure that all required documents are uploaded on GeM before the bid due date.
3. Conditional bids shall be liable for rejection.
4. Any corrigendum / amendment shall be published on GeM Portal only.

### V : DOCUMENTS TO BE SUBMITTED FOR TECHNICAL EVALUATION

1. The Self-attested Scanned copy of GST registration certificate.
2. The Self-attested Scanned copy of PAN card.
3. The Self-attested Scanned copy of MSME certificate (if available).
4. General bidder details in Annexure 1.
5. The Self-attested Scanned copies of Authority of Authorized Signatory/ Power of Attorney/ Partnership deed/ Memorandum of Association/Articles of Association/ Authority of BOD of a Company.
6. Previous experience from any Deptt. Of Govt./Semi Govt./PSUs organization.
7. Undertaking of non blacklisting/non debarment.
8. Undertaking for accepting the Terms and Conditions of the bid in the letter head
9. The self-attested scanned copy of proof of address as a proof of having office in Itanagar.

***\*All the documents to be submitted duly certified by the authorized signatory. Any Bids without any documents shall be summarily rejected.***

## VI : GENERAL TERMS & CONDITIONS

1. The tender shall be governed by the provisions of the **FCI Accounts Manual, Vigilance Manual, General Financial Rules (GFR) 2017**, and instructions issued by FCI Headquarters from time to time.
2. The bidder shall adhere to **FCI Vigilance Guidelines**, including integrity, transparency, and avoidance of conflict of interest.
3. The Consultant shall maintain strict confidentiality of FCI records, data, and information, as per FCI rules.
4. FCI reserves the right to accept or reject any or all bids, wholly or partially, without assigning any reason.
5. The decision of FCI shall be final and binding on all bidders.

## VII : PAYMENT TERMS

Payment shall be made on **monthly / quarterly basis**, as applicable, after satisfactory completion of work and submission of GST invoice, subject to statutory deductions.

## VIII : PENALTY / LIQUIDATED DAMAGES

1. In case of delay in filing of GST returns attributable to the Consultant, **penalty equal to the actual late fee / interest imposed by GST authorities** shall be recovered from the Consultant.
2. Additionally, **Liquidated Damages @ 0.50 % of estimated cost per week, per week of delay**, subject to a maximum of **10% of the contract value**, may be imposed.
3. Repeated defaults (more than three instances) may lead to **termination of contract** without prejudice to other remedies available to FCI.

## IX : PRE-BID MEETING

1. A **Pre-bid Meeting** shall be held, if required, as per details mentioned on the GeM Portal.
2. Interested bidders may seek clarifications in writing through GeM Portal only.
3. Clarifications issued by FCI shall be binding on all bidders and shall form part of the tender document.

## X : EVALUATION & AWARD OF CONTRACT

1. Evaluation shall be carried out as per **GeM evaluation methodology** and FCI norms.
2. The contract shall be awarded to the **Lowest Evaluated Responsive Bidder (L-1)**.

Documents to be submitted for technical evaluation

1. Signed copy of GST registration certificate.
2. Signed copy of PAN card.
3. Signed copy of MSME certificate (if available).
4. General bidder details in Annexure 1.

5. The Self-attested Scanned copies of Authority of Authorized Signatory/ Power of Attorney/ Partnership deed/ Memorandum of Association/Articles of Association/ Authority of BOD of a Company.
6. Previous experience from any Deptt. Of Govt./Semi Govt./PSUs organization.
7. Undertaking of non blacklisting/non debarment.
8. Undertaking for accepting the Terms and Conditions of the bid in the letter head.
9. The self-attested scanned copy of proof of address as a proof of having office in Itanagar.

**\*All the documents to be submitted duly certified by the authorized signatory.**

#### **XI : IMPORTANT DATES**

Event	Date
Bid Start Date	As per GeM Portal
Bid End Date	As per GeM Portal
Pre-bid Meeting	As notified on GeM (if applicable)
Bid Opening Date	As per GeM Portal

#### **XII : GeM ATC (ADDITIONAL TERMS & CONDITIONS)**

1. Service Provider must be CA / CMA / GST Practitioner with valid GST registration.
2. Scope includes filing of GST-TDS, GSTR-1, GSTR-3B, GSTR-9 and GSTR-9C and Providing Consultation/Opinions regarding GST Matters.
3. Contract period: One year, extendable on satisfactory performance.
4. Payment: Monthly / Quarterly as per invoice after satisfactory completion.
5. Penalty: Late filing penalties and LD as per tender conditions.
6. Confidentiality: Mandatory as per FCI Vigilance & Accounts Manual.
7. Jurisdiction: Itanagar only.

#### **Annexure 1**

General Bidder Details / Vendor details		
S.No.	Particular	Details
1.	Name of the Vendor	
2.	Constitution of the Vendor (Proprietor, HUF, Partnership Firm, LLP, Private/ Public Company, Society/ Club/ Trust/ AOP, Foreign Company, Govt. Dept., Others)	

3.	PAN of the Business (along with copy of PAN Card)	
4.	Details of Goods (along with HSN Code/ Excise classification) being/to be supplied to FCI	
5.	Details of Services (along with HSN code) being/to be supplied to our FCI	
6.	Category of vendor (Normal registered / Registered under composition/ Unregistered / Located outside India)	
7.	Address	
8.	Latest Contact No.	
9.	Latest Fax No. (if any)	
10.	Latest E-mail ID (if any)	
11.	GSTIN allotted by the Government (along with registration certificate)	
12.	Whether MSME or Not (Yes/No). If yes, then specify the type of MSME (Micro/Small/Medium/SC-ST/Women entrepreneur)	
13.	If MSME, mention the Udyog Aadhaar Memorandum(UAM) No.	
14.	<u>Bank Details</u>	
(a)	Bank & Branch Name	
(b)	Bank Account no.	
(c)	IFSC	
(d)	MICR	

Signature  
Along with stamp

#### Annexure-2

**To be uploaded in Financial Bid Section on GeM Portal and not as an attachment in technical document submission menu.**

Sr. No.	Particulars	Total Cost for contract period including GST
1.	Fees for GST monthly return (GST TDS, GSTR-1 and GSTR- 3 B) including reconciliation.	

2.	Annual return in case of GST including Reconciliation statement	
Total cost for contract period (inclusive of all taxes)		

The above fee inclusive of all taxes/ GST.

Above fees includes T.A./ Conveyance etc. to visit regional offices/ Divisional Office if required. And also include stationery cost. No Additional Charges will be payable.

I have read the Content of the bid & have understood scope of work and accordingly I submit my offer as above

Thanking you,

Signature  
Along with stamp

**Note :** In case break-up of Financial bid (Annexure-2 which is to be uploaded in excel format only in Financial bid stage) is attached in Technical document / bid, then it shall be outrightly rejected and will not be considered for technical evaluation.