

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	08-04-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	08-04-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Himachal Pradesh
विभाग का नाम/Department Name	Food Civil Supplies And Consumer Affairs Department Himachal Pradesh
संगठन का नाम/Organisation Name	Himachal Pradesh State Civil Supplies Corporation Limited (hpscsc)
कार्यालय का नाम/Office Name	Directorate Shimla
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Offsite; Chartered Accountant
अनुबंध अवधि /Contract Period	3 Year(s) 1 Day(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	4 Year (s)
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) *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। / Minimum number of bids required to disable automatic bid extension	3
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	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
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
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

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	PUNJAB NATIONAL BANK
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	42

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

लाभार्थी /Beneficiary :

Director
Department of Food Civil Supplies and Consumer Affairs, Block No: 42 SDA Complex Kasumpti Shimla 171009
Himachal Pradesh

(Director Food Civil Supplies And Consumer Affairs)

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

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	No
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1. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

2. 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. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

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:CA

Scope of Work:[1774695413.pdf](#)

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

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Offsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Certified internal auditor (ICAI) , Indian Accounting Standards (Ind AS) , Certified Insurance Anti-Fraud Professional (CIAFP)

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 विशिष्ट 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	Surinder Singh Rathore	171009,Department of Food Civil Supplies and Consumer Affairs, Aapurti Bhawan, Block No 42 SDA Complex Kasumpti Shimla-9.	1	<ul style="list-style-type: none"> Number of Months : 36

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. 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.

3. 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.

4. Service & Support

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

Telephone No. for Service Support.

5. Service & Support

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

6. 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.

7. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

E-Governance Society, Department of Food Civil Supplies and Consumer Affairs

. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

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---

**e-GOVERNANCE SOCIETY (eGS), DEPARTMENT OF
FOOD, CIVIL SUPPLIES AND CONSUMER AFFAIRS**

**TENDER FOR HIRING CHARTERED ACCOUNTANT ON
RETAINERSHIP BASIS FOR e-GOVERNANCE SOCIETY
DEPARTMENT OF FOOD, CIVIL SUPPLIES AND CONSUMER
AFFAIRS GOVERNMENT OF HIMACHAL PRADESH.**

- GeM ID No. : _____
- Date of Issue : 28.03.2026
- Last Date of Submission : 08.04.2026
- Opening of Tender : 09.04.2026
- Contract Period : 3 Years

Contact No 0177-2623748

e-Mail: dfs-hp@nic.in

Gem Website: gem.gov.in

eGS Department of Food Civil Supplies and consumer Affairs invites bids in two parts (Technical and Financial) from interested Chartered Accountant/ Firms having experience in preparing internal auditing of Accounts of Government Society to provide the services as per the Scope of Work stated below: -

1. Scope of Work:

- i. Conducting internal audit of books of accounts and ancillary records and submit reports on monthly, quarterly and annual basis.
- ii. Provide services related to Income Tax matters including deposit of income of e-TDS Returns, GST Returns and ITR of the e-Governance Society, Department of FCS&CA
- iii. Verification of the correctness of Trial Balance and compiling the Grouping Statements and Schedules to the Annual Accounts and finalization of the same.
- iv. The CA (partnership or proprietorship) should have a registered office (preferably in Shimla, Himachal Pradesh) and will be required to attend the meetings at the Directorate of Food Civil Supplies and consumer Affairs, Himachal Pradesh as and when required. No outstation travel will be involved and the services may be rendered from office of Chartered Accountant as per the level of intervention involved. Detailed activities with respect to services mentioned in Scope of Work are described below:-
 - a) Internal Audit of the books of accounts and ancillary records of the institute by a Chartered Accountant. The internal audit will be carried out on continuous basis which inter-alia will include examination of:
 - i. Conduct Statutory Audit of the GST and Income tax on monthly basis.
 - ii. Compliance report of Income Tax returns/ Notices.
 - iii. Review and supervision of maintenance of books of accounts
 - iv. Verification of journal entries, ledgers, trial balance and cash books
 - v. Preparation/review of monthly, quarterly and annual financial statements
 - vi. Budget analysis and variance reporting
 - vii. Ledger scrutiny and trial balance verification
 - viii. Monthly Bank reconciliation
 - ix. Scrutiny of Ledgers
 - x. Quarterly Receipt & Payment, Income & Expenditure and Balance Sheet
 - xi. Fixed Asset Register and depreciation
 - xii. Procurement/tendering process of assets.
 - xiii. Compliance of Statutory obligations
 - xiv. Payroll preparation
 - xv. Checking of payments as per the delegation

- xvi. Providing suggestion of improvement of the existing system of internal control.
- xvii. Conduct periodic internal audits of accounts and financial transactions
- xviii. Review internal control systems and suggest improvements
- xix. Identify financial discrepancies
- xx. Submit detailed internal audit reports with recommendations
- xxi. Follow-up on compliance of audit observations.

b) Scope of work related to Income Tax related matters will include the following services:

- i. Deposit of Income Tax deducted by the eGS within the stipulated date and generation of TDS Certificates in Form 16 and 16A.
- ii. Preparation and filing of quarterly and annual e-TDS Returns and the Annual ITR of the eGS.
- iii. Preparation and filing of correction/revised IT Returns wherever found necessary
- iv. Preparation of replies to income tax department in respect to Notices received by the Institute. Filing appeals before CIT (A) including pending cases.
- v. Consultation and advisory services for saving taxes.
- vi. GST compliance and return filing
- vii. TDS calculation and filing
- viii. Income Tax compliance
- ix. Certification work as required
- x. Compliance with GFR and other financial rules
- xi. **Any work as assigned by the society/Department**

c) Annual Accounts related work-verification of all the accounting statements/schedules will include: -

- i. Verification of the correctness of the Trial Balance including the verification of opening Ledger balances and suggesting reversal/year end entries wherever necessary.
- ii. Preparation of detailed schedule of interests received on FD investments and calculation of accrued interest
- iii. Compilation of the Grouping statements/schedules to the Balance Sheet, Expenditure Statement and Receipt and Payment Accounts as per the prescribed formats of accounts for Central Autonomous Bodies and finalization of the Annual Accounts
- iv. Any other work needed for Accounts Finalization.

d) Reporting

- i. Monthly Financial Report

- ii. Quarterly Compliance Certificate
- iii. Internal Audit Reports
- iv. Annual Financial Review
- v. Inflows and outflows of the society

2. Additional responsibilities

- a) The function of internal audit should include a critical review of the systems, process and operations as a whole rather than merely of accounting work. In general, Internal Auditor is expected to render valuable assistance in the following fields:
 - i. To ensure that all the expenses incurred by the Society relates to the operations of the organization, which are in its best interests and are in accordance the budget provisions.
 - ii. To verify the accuracy and propriety of the transactions. To ascertain the extent of compliance with the prescribed policies, plans, rules, regulations, systems and procedures.
 - iii. To review and make appraisal of the soundness, adequacy and application of accounting, financial and operating controls and suggest improvements therein.
 - iv. To review sanctions issued by the Management of the Society at various levels.
 - v. To scrutinize contracts and purchase orders. .
 - vi. To detect cases of fraud, negligence and thefts by the employees of the Society as well as by third parties and to suggest ways and mean for its prevention.
 - vii. To verify that sanctions for expenditure are accorded by the Competent Authority.
 - viii. To examine the prescribed books of accounts along with subsidiary records to ascertain that these are maintained properly.
 - ix. To review all statutory obligations compliances such as GST, service tax, VAT, EPF etc.
 - x. In general, the Internal Audit must, ensure that all the transactions are in conformity with the various policies/provisions of the necessary legal issues, rules and regulations.
- b) The scope of audit will include examination of all transactions with reference to the original documents/vouchers/books/files etc. and reporting on the deficiencies, noticed. The same transactions have to be examined from the angle of propriety. While conducting audit, the Auditor will look into the following special points:
 - i. Whether the transactions are with reference to the approved policies and recommendations
 - ii. Whether the prescribed procedures are followed.
 - iii. Whether the delegated powers have been exceeded
- c) The Scope of work can be modified before final award of the tender without assigning any reason whatsoever.

3. Time period of Contract Engagement:

- b) The selected Chartered Accountant/ Firm will require to provide the above-mentioned services initially for three years commencing from April2026 and ending on March2029. The assignment may be renewed further on satisfactory performance, on mutually agreed terms and conditions.
- c) Notwithstanding anything contained hereinabove, the Society, however, reserves the right to discontinue the services of the Chartered Accountant at any time during the period by serving one month's notice period.

4. Pre-qualification criteria:

The bids of only those bidders will be considered, which satisfy the following eligibility criteria:

- i. The chartered Accountant (partnership or proprietorship) should be registered with The Institute of Chartered Accountants of India (ICAI).
- ii. The Firm (partnership or proprietorship) should have been in operation for 3 years after its registration and at least 3 years' experience of Internal Auditing, Preparation/Verification of Annual Accounts of Central Autonomous Bodies/Filing of eTDS Returns of Income Tax, GST Returns, Concurrent Pre-Auditing of payments as per scope of work.
- iii. The Average Gross Professional Fee received/earned by the Firm in the last 3 financial years must be equal to or more than Rupees Ten Lakh (Rs.10 Lakh) per annum.
- iv. The CA or proprietor or partners of the firm or any CA employed/ associated with the firm should have not been Blacklisted by any Government Department (Central/ State) / Corporation/ Central or State Public Sector Enterprise during the last three years. Further, the CA or proprietor or partners of the firm or any CA employed/associated with the firm should have not been debarred or cautioned by Institute of Chartered Accountants of India/ Institute of Cost Accountants of India during the last three years.
- v. Should have valid PAN Number.
- vi. Should have Valid GST Number.

5. Payment terms:

The payment against the services provided by the firm is subject to the following terms conditions:

- i. The price quoted by the Firm (partnership or proprietorship), should be valid for the contract period. Payment shall be made at agreed rates against periodical invoices mentioned below. No price variation would be allowed during the contract period.

- ii. The invoice would be raised on annual basis along with a quarterly report of the activities performed for all quarters. Subject to satisfactory performance certification.
- iii. The Statutory deductions applicable will be made.

6. SUBMISSION OF THE TENDER

a) Submission of tender: -

Interested firms meeting all the pre-qualification criteria as mentioned in above may submit their offer in the prescribed Annexures of this tender, on GeM Portal. **The Technical and Financial proposal shall be submitted separately**

- b) **Technical Proposal** i.e. Annexure- I-IV duly filled Prequalification-cum-Technical Bid along with documents duly signed with Seal of the authorized Partner/ proprietor:
 - i. Firm profile
 - ii. Registration certificates
 - iii. Details of partners and team members
 - iv. Experience details with supporting documents
 - v. Client references
 - vi. Work methodology and timeline
 - vii. Declaration of non-blacklisting

The technical bid should not contain any indication of price offered; else the bid will be rejected.

The Financial Bid of only technically qualified bidders will be opened for evaluation.

c) Financial Proposal

The Financial proposal will be submitted in Annexure-V on GeM portal.

The Society reserves the right to accept or reject any, or all the offers received or cancel the bidding process at any time prior to award of contract, without assigning any reason.

7. Submission Timeline

Sr. No.	Activity	Date
1.	Issue of RFP	28.03.2026
2.	Last date for Queries	31.03.2026
3.	Proposal Submission Deadline	08.04.2026
4.	Technical Evaluation	09.04.2026
5.	Financial Bid Opening	10.04.2026

- Late submissions shall not be considered.

8. EVALUATION METHODOLOGY

The evaluation shall be conducted in two stages:

Stage 1: Technical Evaluation

Only technically qualified bidders will proceed to financial evaluation.

Stage 2: Financial Evaluation

Financial proposals will be evaluated on Lowest Bidder basis, with Reverse Auction.

9. Confidentiality

The appointed firm shall maintain strict confidentiality of all information obtained during engagement. The Firm/ CA shall maintain strict confidentiality of all financial and administrative records. A Non-Disclosure Agreement (NDA) may be required to be furnished by the selected firm.

10. DISPUTE RESOLUTION

Any disputes arising out of this engagement shall be subject to the jurisdiction of courts in Shimla, Himachal Pradesh.

Signed by

Surinder Singh Rathore

Date: 28-03-2026 15:35:01

ANNEXURE: I

PRE-QUALIFICATION-CUM-TECHNICAL BID

Sr. No	Criteria	Compliance (Y/N)	Proof attached
1.	The Chartered Accountant/ Chartered Accountant Firm (partnership or proprietorship) should be registered with The Institute of Chartered Accountants of India (ICAI).		Registration Certificate.
2.	The Firm (partnership or proprietorship) should have been in operation for 3 years after its registration and at least 3 years' experience of Internal Auditing, Preparation/ Verification of Annual Accounts of Government Department (Central/ State) / Corporation/ Central or State Public Sector Enterprise/ Filing of eTDS Returns of Income Tax, GST Returns, Concurrent Pre-Auditing of payments as per scope of work.		
3.	The proprietor or partners of the firm or any CA employed/associated with the firm should have not been Blacklisted by any Government Department(Central/ State) / Corporation/ Central or State Public Sector Enterprise during the last three years. Further, the proprietor or partners of the firm or any CA employed/associated with the firm should have not been debarred or cautioned by Institute of Chartered Accountants of India/Institute of Cost Accountants of India during the last three years.		Self-Declaration
4.	Copy of PAN of the Chartered Accountant/ Chartered Accountant Firm (partnership or proprietorship)		Copy of PAN Card
5.	Copy of GST Registration of the Chartered Accountant/ Chartered Accountant Firm (partnership or proprietorship)		GST Registration Certificate

Seal
DateSignature of the authorised person
Name: _____
Designation _____

ANNEXURE: II

Details of CA Firm's Professional Income
[Gross Professional Fees received/ earned]

Particular	Financial Year 2022-23	Financial Year 2023-24	Financial Year 2024-25	Average Annual Turnover
Gross Professional Fees received/ earned *				

Furnish the Audited Accounts of the Firm and copy of the Acknowledgement of Annual Income Tax Return for all the 3 (three) years

Seal
Date

Signature of the authorised person
Name: _____
Designation _____

ANNEXURE: III

Details of CA Firm's Experience of Similar Service during the last Three (3) years

Sr. No	Name of the assignment	Start Date	End Date	Name of the Client	Nature of Assignments (Specify the SoW)	Detail of Supporting Documents
1.						
2.						
3.						
4.						
5.						
6.						

Furnish the copy of the documentary evidence in support of the information provided above

Please attach Additional Sheet, if required.

Seal
Date

Signature of the authorised person
Name: _____
Designation _____

ANNEXURE: IV

Details of CA Firm's Partners
(Applicable in case of partnership)

Sr. No	Name of the assignment	Start Date	End Date	Name of the Client	Nature of Assignments (Specify the SoW)	Detail of Supporting Documents
1.						
2.						
3.						
4.						
5.						
6.						

Furnish the copy of the documentary evidence in support of the information provided above

Please attach Additional Sheet, if required.

Seal
Date

Signature of the authorised person
Name: _____
Designation _____

ANNEXURE: V

Financial Bid
(To be filled in by Bidder)

Sr. No	Head	Amount in Figures	Amount in Words
1.	Conducting internal audit of books of accounts and ancillary records and submit report on quarterly basis (As mentioned in detailed Scope of Work)		
2.	Provide services related to Income Tax matters including deposit of income tax, filing of eTDS Returns, and ITR of the e-Governance Society, Department of FCS&CA, GST Return, Appeals (As mentioned in detailed Scope of Work)		
3.	Verification of the correctness of Trial Balance and compiling the Grouping statements and Schedules to the Annual Accounts and finalization of the same. Additional Responsibilities as indicated in Scope of Work.		
4.	Taxes (If Any)		
Total:			

Seal
DateSignature of the authorised person
Name: _____
Designation _____