

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	01-05-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	01-05-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Environment Forest And Climate Change
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	Indian Council Of Forestry Research And Education (icfre)
कार्यालय का नाम/Office Name	Jodhpur
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Offsite; Chartered Accountant
अनुबंध अवधि /Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
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	1000000
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

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	20000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कटेगरी 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 security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Director ICFRE-AFRI
jodhpur, NA, Indian Council of Forestry Research and Education (ICFRE), Ministry of Environment Forest and Climate Change
(Director)

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

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. 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.

6. 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.

7. 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.

8. 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.

9. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:[1775820111.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	CAG empanelled CA Firm
Qualification of Professional/Resources required	CA firm registered with ICAI for last 10 years or more
Total Experience of Professionals / Resources (In years)	atleast 3 years experience in govt organization
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	Anil Singh Chouhan	342005,P.O. Krishi upaz Mandi, New Pali Road Jodhpur	1	• 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. Buyer Added Bid Specific Scope Of Work(SOW)

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

3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

4. Buyer Added Bid Specific SLA

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

5. 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.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid &

resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. 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 General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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---



भावाअशिप- शुष्क वन अनुसंधान संस्थान

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्,
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय,

भारत सरकार की स्वायत्तशासी संस्था
पी. ओ. कृषि मण्डी नई पाली रोड, जोधपुर- 342 005

ICFRE-ARID FOREST RESEARCH INSTITUTE

Indian Council of Forestry Research & Education,

An Autonomous Body of the Ministry of Environment, Forests and Climate Change, Govt. of India

P.O. Krishi Mandi, New Pali Road, Jodhpur- 342 005



No. I/169761/2026/3.2.1/Accounts/ICFRE-AFRI/2025/Procurement_File

Date: 29-03-2026

BID DOCUMENT

FOR

PROFESSIONAL SERVICES FROM CHARTERED ACCOUNTANCY FIRM FOR AUDITING, INCOME TAX AND GST RELATED SERVICE FOR A PERIOD OF TWO YEAR

AT

ICFRE-ARID FOREST RESEARCH INSTITUTE, JODHPUR, RAJASTHAN

INTRODUCTION:

Arid Forest Research Institute, situated at Jodhpur in Rajasthan (India), is one of the institutes of the Indian Council of Forestry Research & Education (ICFRE) working under the Ministry of Environment, Forest and Climate Change, Govt. of India. The Objective of the Institute is to carry out scientific research in forestry in order to provide technologies to increase the vegetative cover and to conserve the biodiversity in the hot arid and semi arid region of Rajasthan, Gujarat and Dadara & Nagar Haveli union territory. The Institute Campus covers 66 ha. of area on the New Pali Road, Jodhpur.

Mandate

- To undertake and promote forestry research, education and extension, leading to scientific and sustainable management of forests, with a special focus on arid and semi-arid regions.
- To provide scientific advice to the central and state governments aiding informed decision making in matters of national and regional importance and international commitments and to address forestry research needs.
- To carry out research in forestry with focus on biodiversity conservation, silvicultural and biotechnological techniques to maximize productivity of arid and semi-arid vegetation.
- To provide technical assistance and material support to states, forest department

communities, forest based industries, tree & NTFP growers and other stakeholders in their forestry based programmes for conservation and sustainable use of forest resources.

- To develop technologies for combating desertification and eco-restoration of degraded ecosystems.
- To undertake research in sustainable resource utilization of non-timber forest produce through value addition.
- To develop, upscale, disseminate and share appropriate technologies to end-users through innovative extension strategies and capacity building programmes.
- To act as repository of knowledge related to forestry, environment and climate change, especially with respect to arid and semi-arid regions.
- To undertake all such activities as necessary, incidental and conducive to attainment of the objectives of the Council.

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NOTICE INVITING GeM BID:

FOR SELECTION OF CHARTERED ACCOUNTANCY FIRM FOR PROVIDING PROFESSIONAL SERVICES FOR AUDITING, INCOME TAX AND GST RELATED SERVICE FOR A PERIOD OF TWO YEAR AT AFRI, JODHPUR.

The Director, ARID FOREST RESEARCH INSTITUTE, JODHPUR invites bid through GeM under two-bid system from reputed and experienced agencies for this service as per requirements. The technical bid and the financial bid are invited on GeM Portal “**Bid for PROFESSIONAL SERVICES FROM CHARTERED ACCOUNTANCY FIRM FOR AUDITING, INCOME TAX AND GST RELATED SERVICE FOR A PERIOD OF TWO YEAR at AFRI, JODHPUR**”.

SCOPE OF WORK

The selected agency/firm will provide following services as per requirement:-

1. Form-16, Form 16-A & TDS Certificates for tax deducted by the institute. (about 125 employees and about 200 contractors)
2. Generation of Income tax / GST Challans for the institute's tax payments.
3. Submission of monthly/quarterly/annually Income Tax and GST Returns of the institute.
4. Creation of Class 2/Class 3 Digital Signatory Certificate (DSC) for Drawing & Disbursing officers of the institute.
5. Half Yearly/Annually verification of various projects' account books along with UC/SOE certification with UDIN (about 50 projects/ bank accounts)
6. At the end of relevant Financial Year, the official of CA firm may be required to assist the institute for preparation of final account/ RPs & trial balance. (for a period of approximately one week)

TERMS & CONDITIONS FOR PRE QUALIFICATIONS (TECHNICAL BID):-

1. Bidder's Profile (As in Annexure I) and Declarations/Letters as in Annexure-II to IV.
2. The Chartered Accountant firm must be registered with the Institute of Chartered Accountants of India (ICAI) for last 10 years or more.
3. The Chartered Accountant firm should have been empanelled with the comptroller and Auditor General of India (C&AG) for PSU/Govt. organization audit.
4. The bidder should have a registered Head Office for similar services at Jodhpur, Rajasthan
5. Self attested valid copy of CA certificate with the last three year balance sheet, Income Tax Returns and turnovers (turnover must be 5 lakhs or more).
6. Detailed company profile with at least 3 (Three) years experience in the similar field of in Central Government/ State Government organizations /Government of PSUs/ Undertaking /Organizations with documentary evidence & Client List. The copies of experience certificate duly issued by the competent authority should be enclosed. No work order shall be considered.
7. Detail of Bank Account with Name of bank with address , Account Holder Name, Account Number, IFSC code etc.

Note: All qualifications as mentioned in clauses 1 to 07 should be supported by sufficient documentary proof in technical Bid document, without which the claim of Bidder for the prescribed qualification shall not be considered.

GENERAL TERMS AND CONDITIONS

1. AFRI, JODHPUR reserves the right to cancel the bids without assigning any reason.
2. The bidder has to quote for all types/categories as per Annexure-A.
3. The maximum amount for all the services rendered during the year cannot exceed the approved estimated cost of AFRI i.e. Rs.1000000/-
4. **The selection would be done on basis of lowest rates for all the works collectively and AFRI, Jodhpur will award the contract accordingly.**
5. After due evaluation of the bid(s) AFRI, Jodhpur will award the contract to the lowest evaluated responsive bidder. Conditional bid will be treated as unresponsive and will be rejected.
6. The bid is not transferable. Only one tender bid be submitted by one bidder.
7. The contract is valid for providing services of chartered accountancy firm for auditing, income tax and GST related service only and at no point of time any or all of the Staff of service provider shall raise a claim for employment in the AFRI, JODHPUR.
8. The contractor will give service in 3 to 4 hours but it has to be given in maximum of 3 days.
9. **Earnest Money:**
The tenderer needs to deposit an amount of as mentioned in GeM Contract Order

in the form of Demand Draft/ online transfer in favour of the Director, Arid Forest Research Institute, Jodhpur as earnest money (EMD) at the time of award of contract.

10. **Exemption in EMD :-**

All bidders shall have to deposit the EMD amount if mentioned in GeM Contract Order except Micro and Small Enterprises (MSEs) as defined in the MSE Procurement Policy issued by Department of Micro, Small Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or concerned Ministry of Department or Start-ups as recognized by Department of Industrial Policy & Promotion (DIPP) in term of Department of Expenditure (DoE), Ministry of Finance's OM No. F.20/2/2014-PPD (Pt.) dated 25.07.2017. For availing exemption, the concerned firm/agency shall have to submit Valid Registration Certificate with the Bid Document failing which it will not be considered for exemption.

11. **Security Deposit:**

The successful bidder will be required to furnish an amount @ 5% of Total Estimated Annual Contract Value (inclusive of GST) as a performance security in the form Demand Draft/ online transfer in the name of the "Director, Arid Forest Research Institute, Jodhpur" payable at Jodhpur within 15 days from the award of contract. Security Deposit shall be kept valid for a period of 60 days beyond completion of all the contractual obligations. The Performance security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded for whatsoever reason(s), to honour the contract, the Performance Security deposit will be forfeited. Performance Security will be discharged after 60 days from the completion of contractor's performance obligations under the contract. No interest on Security Deposit and Earnest Money Deposit shall be paid by the AFRI, JODHPUR to the successful bidder.

12. **Forfeiture of Security Deposit:**

12.1. The security deposit amount received can be forfeited by order of the competent authority in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said security deposit amount as may be considered by this office, sufficient to cover any incorrect or excess payments made on the

bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

12.2. If the work is not commenced on the date of starting the work after work is awarded to the contractor.

12.3. Unsatisfactory performance

12.4. Non-performance of the contractor.

13. **Penalties:**

13.1. In case of breach of any conditions of the contract and for all type of losses caused in the event of Contractor failing to provide requisitioned service to competent authority shall make deductions at double the rate of concerned rate on pro-rata basis from the bills claimed by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to AFRI, JODHPUR.

13.2. If the concerned Chartered Accountant of the contractor will not come to premises or not providing service within stipulated time of the order a penalty of Rs. 500/- per day will be imposed.

13.3. If the contractor will not provide quoted service within 7 days of the order a penalty of 0.5% per week will be imposed subject to maximum of 10% of the total order value.

13.4. In addition, penalties as per terms and conditions of this bid document are also applicable on case to case basis.

13.5. The powers of the competent authority under these conditions shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned above.

14. **Disclaimer:**

The near relatives of employees of this office are prohibited from participation in this bid. The near relatives for this purpose are defined as:-

- a. Members of a Hindu Undivided Family.
- b. Their husband or wife.
- c. The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), Daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

15. **Breach of Terms and Condition:**

In case of breach of any of terms and conditions mentioned in this bid, the competent authority will have the right to cancel the contract without assigning any reason thereof, and nothing will be payable by this office in that event and the security deposit in the form of Bank Guarantee/Demand Draft/ Fixed Deposit Receipt shall be encashed / forfeited including

black listing of the contractor for a period as decided by the competent authority.

16. Subletting of Work:

The firm/party shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing of the competent authority who will be at liberty either to refuse or accept the same.

17. Terms of payment:

17.1. No Payment shall be made in advance or any loan from any bank or financial institution shall be recommended on the basis of the order of award of work. Payment of bills would take about two weeks time on an average from the date of submission of the bill subject to availability of fund.

17.2. The contractor shall submit the bills at each stage/in the first week of following quarter in respect of previous quarter for sanction of the amount of bill and passing the bill for payment.

17.3. All payments shall be made by cheques/PFMS/online transfer or as per rule only, in the name of the firm/company.

17.4. The competent authority shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding paragraph.

17.5. The term "payment" mentioned in this paragraph includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.

17.6. Transport allowance/daily allowance or any other type of allowance/charges will not be provided by the AFRI, JODHPUR. The contractor has to arrange at his own cost.

17.7. The bill in duplicate along with log book/work order duly signed and stamped by the user and should be sent to store/concerned section of AFRI, JODHPUR for payment by 1st week of the following quarter.

17.8. No payment shall be made to contractor if service provided by him is unsatisfactory.

18. PERIOD OF THE CONTRACT:-

18.1. The contract will be initially for a period of two year and may be extended on satisfactory performance of the agency for a period of another six months at the mutual consent and

discretion of the Director, AFRI, Jodhpur.

18.2. The contract is liable to be terminated after giving at least one month's notice in writing with reasons from either side in the normal course.

18.3. In case of unsatisfactory performance, the contract may be terminated at any time at the discretion of the Director.

18.4. Agreement shall be executed by the vendor immediately (within 1 Week) upon acceptance of the tender and receipt of orders from the AFRI, JODHPUR.

19. **Contractors:**

19.1. Contractor shall in no case lease/transfer/sublet/appoint caretaker for services

19.2. The contractor shall be responsible for all communication with the officers. For this purpose he should have a proper office with telephones and personnel to take the calls.

19.3. Unsatisfactory or unprofessional behaviour shall result in termination of the contract. Non-adherence to the quality of service and terms and conditions mentioned herein shall result in termination of the contract immediately, with encashment of the security deposit.

19.4. Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep this office indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.

19.5. Contractor shall be solemnly responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. AFRI, JODHPUR shall have no liability whatsoever in this regard.

19.6. The contractor shall be fully responsible for any loss or damage to the office staff due to his service/equipment and also liable to pay full compensation for any injury or any other loss to the affected.

19.7. The contractor must be a trained and experienced Chartered Accountant firm for this service.

19.8. In case of violation of any of the terms and conditions mentioned in this tender document, competent authority reserves the right to terminate the contract immediately and award the same to the second lowest bidder (L2) or third lowest bidder (L3) at the rates of L1, depending on the situation. In such cases, no payments (pending or future) shall be released against the original contract.

20. **Prices**

20.1. Rates charged by the Service Provider for the services

given under the contract shall not be higher than the rates quoted by the Service Provider in his bid.

20.2. No escalation is admissible on any account whatsoever.

20.3. The total bill value of the contractor for the year cannot exceed total estimated annual contract value i.e. Rs. 1000000/-.

21. The Content/event of amendment shall be notified through concerned websites and these amendments will be binding on all prospective bidders.

22. All disputes arising out of this contract shall be subjected to the jurisdiction of the Rajasthan High Court, Jodhpur only.

23. It will be responsibility of CA firm to collect and deliver the records/ documents/ UCs/ DSCs, etc. to the institute whenever needed.

Digitally signed by
ASHUTOSH KUMAR TRIPATHI
Date: 29-03-2026 11:37:54

Director

AFRI, JODHPUR

ANNEXURE-I**BIDDER'S PROFILE**

1.	Name of Bidding Company/ Firm / Agency (Attach certificate of registration)	
2.	Type of firm i.e. Proprietorship / partnership or company registered under company act 1956 (Attach Self Attested copy)	
3.	Name of proprietor / Director of Company/Firm/agency	
4.	Full Address of Registered Office with Telephone No., FAX No. & E-Mail	
5.	Full address of Operating/Branch Office With Telephone No., FAX No. & E-Mail	
6.	PAN / GIR/TAN No (Attach Self Attested copy)	
7.	GST Registration No. (Attach Self Attested copy)	

8. Self-Attested copy of experience certificate / certificates issued by the competent authority for the satisfactory work carried out in supplying of Printing material to Central/State Government/ Public Sector companies for two year or more during the last five years. The summary of that can be tabulated in the given format in chronological order:-

S.N.	Details of client along with telephone and FAX numbers	Amount of Contract (Rs. Lakhs)	Experience certificate for the period	
			From	To

(If the space provided is insufficient, a separate sheet may be attached)

9. Additional information, if any (Attach separate sheet, if required)

- o Name:
- o Date:
- o Place:

Signature of authorized person

Seal

ANNEXURE-II

**DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING FROM
TAKING PART IN GOVT. BID BY DOT/GOVT. DEPT
(On Bidder's Letter head)**

I / We Proprietor/ Partner(s)/ Director(s) of M/S.-----
-----hereby declare that the firm/company namely
M/S.-----has not been
blacklisted or debarred in the past by the AFRI, JODHPUR or any other Government
organization from taking part in Government bids.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/S. -----
----- hereby declare that the firm/company
namely M/S.----- was blacklisted
or debarred by the AFRI, JODHPUR or any other Government Department from taking
part in Government
Tenders for a period of -----years w.e.f.----- . The period is over on -----
-----and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the bid/ contract will
be rejected/cancelled by the Director, AFRI, Jodhpur and EMD/SD shall be forfeited.

In addition to the above, Director, AFRI, Jodhpur will not be bound to pay the bills for any
completed / partially completed work.

Signature -----

Date:

Name -----

Seal of the firm should be affixed.

Capacity in which signed:

Name & address of the firm:

ANNEXURE-III**DECLARATION
(On Bidder's Letterhead)****FOR NO RELATIVE(S) OF THE CONTRACTOR WORKING IN AFRI JODHPUR**

I.....S/O

Sh.....

R/o.....hereby certify that none of my relative(s) as defined in the bid document is/are employed the AFRI, Jodhpur as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, AFRI, JODHPUR shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the bidder with seal

The near relative (s) means:

- a) Members of a Hindu Undivided family;
- b) Spouse.
- c) Father, mother, sister, Sister-in-law, Daughter, Daughter-in-law, brother, brother-in-law etc.

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and, in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors. Any breach of these conditions by the company or firm or any other person, the bid/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Place:
Signatory

Signature of bidder/Authorized

Date:

Name of the Bidder
Seal of the Bidder

ANNEXURE-IV**DECLARATION
(On Bidder's Letterhead)**

FOR NON-TAMEPRING OF DOWNLOADED BID DOCUMENT FROM WEB SITE

I.....(authorized signatory) hereby declare that the BID Document submitted has been downloaded from the GeM Portal and no addition/ deletion/ correction has been made in the downloaded document. I also declare that I have submitted a DD for Rs..... towards the cost of bid document along with the EMD.

Place:

Signature of bidder/Authorized

Signatory

Date:

Name of the Bidder

Seal of the Bidder

Annexure- A

Financial Bid
(On Bidder's Letter head)

S.No	Item Name and Description	Rate per Unit
1.	Form-16, Form 16-A & TDS Certificates for tax deducted by the institute. (about 125 employees and about 200 contractors)	Rate per TDS Certificate
2.	Generation of Income tax / GST Challans for the institute's tax payments.	Rate per challan
3.	Submission of monthly/quarterly/annually Income Tax and GST Returns of the institute.	Rate per unit of various GST & IT returns
4.	Creation of Class 2/Class 3 Digital Signatory Certificate (DSC) for Drawing & Disbursing officers of the institute.	Rate per Class 2/ Class 3 DSC
5.	Half Yearly/Annually verification of various projects' account books along with UC/SOE certification with UDIN (about 100 projects)	Rate per project/ bank account
6.	At the end of relevant Financial Year, the official of CA firm may be required to assist the institute for preparation of final account/RPs & trial balance. (for a period of approximately one week)	Rate per day assistance of a CA official

All the rates should be inclusive of taxes and all type of other expenses. AFRI, JODHPUR will not pay other than above rates.

Signature and seal of bidder

Date:

Place:-

Name of the firm

Address