बिड संख्या/Bid Number: GEM/2026/B/7829299
दिनांक /Dated: 24-07-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	14-08-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	14-08-2026 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 Consumer Affairs
संगठन का नाम/Organisation Name	Bureau Of Indian Standards (bis)
कार्यालय का नाम/Office Name	Northern Regional Office, Chandigarh
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :ddgn@bis.gov.in Buyer Email id: adminnro@bis.gov.in
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Onsite; CA / ICMA / CS
अनुबंध अवधि /Contract Period	3 Year(s) 11 Month(s) 5 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	7.5 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
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
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

बिड विवरण/Bid Details	
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 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	3
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	3 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	2250000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	PUNJAB NATIONAL BANK
ईएमडी राशि/EMD Amount	45000

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).	39

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

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

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Section Officer
Northern Regional Office, Chandigarh, Department of Consumer Affairs, Bureau of Indian Standards (BIS), Ministry of Consumer Affairs Food and Public Distribution
(Renu Talwar)

UIN Number NCTGC2415P

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider 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 having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer 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 seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
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

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: The Bidder must have successfully executed at least 03 projects of any value in the past 03 years of providing similar services for at least 02 different clients (Central/ State Government, PSUs, or any other government). Audit experience shall not be considered

The Bidder must have successfully executed at least YY projects of any value in past 3 years of providing similar services for at least ZZ different clients(Central/State Government, PSUs or any other government): The Bidder must have successfully executed at least 03 projects of any value in the past 03 years of providing similar services for at least 02 different clients (Central/ State Government, PSUs, or any other government). Audit experience shall not be considered

Service provider must have a dedicated team of required manpower of XX for the project: Bidder must have 03 CA/ICWA members including 01 FCAs/ACCA (Association of Chartered Certified Accountants)/ CIMA (Chartered Institute of Management Accountants)/ICSI

Scope of Work:1784872253.pdf

Manpower Hiring For Financial Services - Onsite; CA / ICMA / CS (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Type of Professional/Resources required	CA / ICMA / CS
Certifications of Professional/Resources required	CA / CMA / CS
Qualification of Professional/Resources required	CA , CS , ICWA
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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

---

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Renu Talwar	160019,PLOT NO.4-A, SECTOR 27-B, CHANDIGARH	1	• Number of Months : 36

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Generic**

   OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. **Payment**

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

3. **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

   Bureau of Indian Standards
   . 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

4. **Forms of EMD and PBG**

   Bidders can also submit the EMD with Banker’s Cheque in favour of

   Bureau of Indian Standards
   payable at
   Chandigarh
   .
   Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

5. **Forms of EMD and PBG**

   Bidders can also submit the EMD with Account Payee Demand Draft in favour of

   Bureau of Indian Standards
   payable at
   Chandigarh
   .
   Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

6. **Service & Support**

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

7. **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.

8. **Service & Support**

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

9. **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---

BUREAU OF INDIAN STANDARDS

Northern Regional Office, Chandigarh

Engagement of Chartered Accountant (ICAI)/Company Secretary (ICSI)/Cost Accountant (ICMAI) firm / accounting & taxation service provider

Scope of work and service level agreement (SLA) — model terms & conditions

1. About the Bureau of Indian Standards (BIS)

1.1 The Bureau of Indian Standards (BIS) is the National Standards Body of India working under the aegis of the Ministry of Consumer Affairs, Food & Public Distribution, Government of India. BIS plays a significant role in standards implementation in the country, which is to be further augmented.

1.2 BIS has its Headquarters at New Delhi with five Regional Offices (ROs) at Kolkata (Eastern), Chennai (Southern), Mumbai (Western), Chandigarh (Northern) and Delhi (Central). Under the Regional Offices are 33 Branch Offices (BOs) situated across the country. Details of the ROs and BOs may be accessed at www.bis.gov.in.

2. Project Background

2.1 BIS is engaged in product certification, standardization, and related activities. The Northern Regional Office (NRO), Chandigarh exercises administrative and financial control over Branch Offices under its jurisdiction, and undertakes accounting, taxation, procurement, reconciliation, audit, and compliance-related activities for the Quality Management Services (QMS) and Hallmarking Certification Department of NRO, and for the Chandigarh Branch Office (CHBO) and Haryana Branch Office (HRBO), both functioning from the NRO office at Plot No. 4A, Sector 27B, Madhya Marg, Chandigarh–160019.

2.2 BIS handles extensive accounting and financial operations involving product certification revenue, hallmarking-related accounting, procurement expenditure, establishment expenses, statutory deductions, audit compliance, and branch-level financial consolidation, in addition to high-volume accounting entries, vouchers, reconciliations, statutory filings, claims, and administrative records.

2.3 The office presently handles annual financial transactions exceeding approximately ₹80 Crore, involving multiple accounting heads, statutory compliances, audit matters, procurement scrutiny, and branch-level coordination.

2.4 BIS requires various accounting, finance, and compliance-related services, including maintenance of books of accounts, preparation of Trial Balance and Annual Accounts, GST and TDS compliance and reconciliation, handling of Internal Audit, CAG Audit and GST Audit observations, processing of establishment claims, maintenance of asset and depreciation records, procurement-related financial scrutiny and GeM-related entries, and coordination with CHBO and HRBO. Indicative workload is summarised below; actual volumes may vary as per administrative and operational requirements:

S. No.	Nature of Work	Approximate Workload
1	Accounting, budgeting, audit and financial management activities	Annual financial volume of approx. ₹80.00 Crore
2	Revenue monitoring, reconciliation and recovery activities	Continuous throughout the year
3	Asset accounting, amortization and compliance activities	Continuous throughout the year

S. No.	Nature of Work	Approximate Workload
4	Voucher checking, bill processing and payment-related activities	Regular and continuous activity
5	Preparation of replies to GST/Income Tax notices, observations, demand and penalty proceedings	As and when raised by tax authorities
6	Drafting and filing of appeals before GST/Income Tax Appellate Authorities/Tribunal	As and when required, within limitation

2.5 Considering the above, and the need for timely statutory compliance and professional financial oversight, BIS intends to engage a Chartered Accountant (ICAI)/Company Secretary (ICSI)/Cost Accountant (ICMAI) Firm / Accounting & Taxation Service Provider for comprehensive accounting, taxation, audit support, reconciliation, procurement-related financial scrutiny, and compliance support services for QMS and Hallmarking, NRO, CHBO and HRBO.

2.6 The selected firm shall deploy sufficient qualified and experienced manpower possessing adequate knowledge of Government accounting, GeM procurement, GST, TDS, audit compliance, Tally software, and MS Office. Deployed personnel shall be stationed at NRO, Chandigarh, work under the supervision of BIS officers and the overall control of the competent authority, and ensure timely, transparent, and compliant execution of all assigned work in accordance with Government norms, BIS procedures, and statutory requirements.

3. Scope of Accounts Work

3.1 The purpose of the accounting services is to perform BIS's routine accounting work in Tally software, or any other software specified by BIS, in accordance with general accounting principles and internal guidelines, and to take time-bound action on Government notifications issued from time to time.

3.2 All transactions shall be recorded in Tally software or any other software specified by BIS, with reports generated as required. The firm shall maintain proper hard-copy and digital records of ledger books and supporting documents.

3.3 Preparation and checking of Receipts, Invoices, Bank Payment Vouchers, Journal Vouchers, etc. Approximately 80 BPVs, JVs, and receipts are prepared and checked per day.

3.4 Preparation of Bank Reconciliation Statements, Income & Expenditure Statements, Receipts & Payments Statements, Trial Balance, and Schedules.

3.5 Verification of cash book and ledger postings, including party account postings, to assess amounts receivable/payable.

3.6 Maintenance of Registers for Assets, Depreciation, and Written-Down Value of Assets in accordance with applicable Government norms. The firm shall identify items for condemnation and make necessary accounting entries following disposal.

3.7 Preparation of Trial Balance on or before the 7th of every month, along with all schedules.

3.8 Finalisation of Annual Closing of Accounts as per HQ guidelines, and preparation of consolidated statements.

3.9 Maintenance of party-wise ledgers for advances, claims, reimbursements, payments, recoveries, and expenses.

3.10 Preparation and filing of TDS/TCS statements, remittance within stipulated timelines, generation of TDS certificates, and filing of returns as per the Income Tax Act/Rules/Regulations.

3.11 Assisting BIS in preparing and submitting complete, substantive, and timely replies to all audit queries and observations relating to CAG Audit, GST Audit, Internal Audit, Professional Tax, TDS, and any other statutory audit. Generic, incomplete, or delayed replies that result in adverse audit findings against BIS shall be treated as a service deficiency.

3.12 Advising on and comprehensively handling all matters relating to GST, TDS, Income Tax, and other applicable taxes, including matters pertaining to previous financial years, in line with Government notifications issued from time to time.

3.13 Remittance of GST within prescribed timelines, after accounting for Input Tax Credit, Reverse Charge Mechanism, and other statutory provisions.

3.14 Taking all necessary action relating to GST and other taxes, and proactively updating BIS on relevant Government notifications and compliance requirements.

3.15 Filing of monthly and annual GST returns, including GSTR-9A and GSTR-9C, within stipulated timelines as per applicable notifications.

3.16 Handling of GST/Income Tax Notices, Observations, Demand and Penalty Proceedings, and Appellate Matters

The firm's scope of work explicitly and mandatorily includes end-to-end handling of all contentious and appellate tax matters affecting BIS, NRO Chandigarh, CHBO and HRBO. This is a core deliverable of the engagement and not an optional or incidental service. Specifically, the firm shall:

- Examine every notice, show cause notice, intimation, query, observation, demand order, or penalty proceeding received from GST, Income Tax, or other tax authorities, and prepare and submit a complete, well-reasoned, and legally sound reply within the timeline prescribed in the notice, or within the timeline specified in the Service Level table below, whichever is shorter.
- Compute and advise BIS on the correct tax position, including any liability, interest, or penalty exposure, before a reply or representation is submitted, so that BIS's response is submitted with full understanding of its implications.
- Draft, finalise, and file appeals, rectification applications, and other permissible remedies before the jurisdictional Appellate Authority, GST Appellate Tribunal, or any other statutory or quasi-judicial forum, against any order adverse to BIS, well within the applicable limitation period, and shall proactively flag limitation deadlines to BIS sufficiently in advance.
- Represent BIS, through its qualified CA/CS/CMA or authorised qualified personnel, before Assessing Officers, Adjudicating Authorities, Appellate Authorities, the Appellate Tribunal, and any other tax or quasi-judicial forum, attending all hearings, and shall not decline or withdraw from such representation on the ground that the matter is contentious, litigious, or involves a penalty.
- Where BIS decides, at its discretion, to separately engage legal counsel for representation before a High Court, the Supreme Court, or any other forum requiring advocacy rights not held by the firm, the firm shall nonetheless prepare and hand over complete case papers, working notes, reconciliations, and factual/technical briefs, and shall continue to provide full coordination and support to such counsel at no additional cost.
- Maintain a running register of all pending notices, show cause notices, appeals, and hearing dates across GST, Income Tax, and other tax matters, and furnish a status report to BIS on a monthly basis.

3.16.1 Refusal, delay, or failure by the firm to prepare replies to tax observations or penalty notices, or to draft and file appeals, or to represent BIS before any tax or appellate authority as required above, shall constitute a material deficiency in service and a breach of the contract, and shall attract the penalties and consequences set out in Clauses 4, 13, and 14 of this document, including recovery of any resultant financial loss, invocation of Performance Security, and termination of the contract.

3.16.2 The firm shall forward to the designated BIS officer a copy of every notice, show cause notice, intimation, query, observation, demand order, or other communication received from any tax or statutory authority, within 24 hours of its receipt, irrespective of whether the firm proposes to reply to it directly or considers it minor or routine. BIS's awareness of any such communication shall not be dependent solely on disclosure by the firm, and the firm shall not withhold, delay reporting of, or independently decide the materiality of any such communication on BIS's behalf.

3.16.3 Control of Statutory Portal Access and Credentials: All logins, passwords, Digital Signature Certificates (DSCs), and access credentials for the GST portal, Income Tax e-filing portal, TRACES, GeM, and any other statutory or Government system used in the course of this engagement shall at all times be held, owned, and controlled in the name of an authorised officer of BIS, and not in the name of the firm or its personnel. Deployed personnel of the firm shall operate such systems strictly under the authentication and supervision of the designated BIS officer. The firm shall not create, retain, or operate any independent login, credential, or access in its own name in respect of BIS's statutory filings or records, and shall hand over any such access presently held to BIS within 7 days of the commencement of the contract.

3.17 Any other work required to be completed under GST, Income Tax, TDS, or any other related statutory provision.

3.18 The firm shall deploy sufficient qualified (preferably CA (Final)/CA (Inter)/M.Com or equivalent) and experienced manpower (minimum 2 years' work experience) as per BIS's requirements, to ensure timely completion of all accounting, taxation, reconciliation, compliance, audit, and appellate work without delay. Deployed personnel shall possess adequate knowledge of Government accounting, Tally, MS Office, GST, TDS, and related financial and taxation matters.

3.19 Copies of qualification and experience certificates of deployed personnel shall be provided by the firm. Deployed personnel shall not be changed or removed without prior written approval of BIS. In case of resignation, absence, or replacement, equally qualified personnel shall be deployed within 3 working days.

3.19.1 BIS may, at its sole discretion and at any time during the contract period, independently verify the identity, qualification, experience, and actual deployment of the personnel proposed and deployed by the firm, including through direct interaction, interview, or record checks, and such verification shall not be contingent upon any prior complaint or reported deficiency. Deployment of any personnel materially different from those proposed and approved at the time of bid, without BIS's prior written approval, shall be treated as a breach of contract.

3.20 The CA/CS/CMA of the firm shall visit the office every week to assess and guide routine work and ensure compliance with Indian Accounting Standards and Government notifications, and shall take corrective action immediately wherever deficiencies are observed.

3.21 Deployed personnel shall remain physically available in the office during working hours on all working days, unless otherwise permitted by BIS.

3.22 The firm and its personnel shall maintain strict confidentiality of all financial, taxation, employee, vendor, and administrative records of BIS, and shall not disclose any information to any third party without BIS's written approval.

3.22.1 The firm shall not subcontract, assign, or outsource any part of the work covered under this engagement, or share, upload, or transmit any data, record, or document of BIS to any third party, associate firm, or freelance professional not directly and formally engaged by the firm and disclosed to BIS, without the prior written approval of BIS. Any unauthorised subcontracting or data sharing shall be treated as a material breach of confidentiality and of this contract.

3.23 The firm shall maintain proper physical and digital backups of records, vouchers, reconciliations, returns, and supporting documents, and shall furnish these whenever required by BIS.

3.24 Unsatisfactory performance, repeated delays, negligence, breach of confidentiality, refusal to undertake GST/tax representation or appellate work, or non-compliance with statutory requirements shall constitute sufficient grounds for termination of the contract.

3.25 BIS reserves the right to verify the credentials, experience, and conduct of deployed personnel, and may require replacement of any personnel found unsuitable, inefficient, or involved in misconduct.

3.26 The firm shall attend and represent BIS before Tax Authorities, Appellate Authorities, the Appellate Tribunal, and any other statutory or quasi-judicial forum, in connection with assessments, hearings, appeals, penalty proceedings, and all other related proceedings under GST, Income Tax, TDS, and other applicable statutes, and shall act on behalf of BIS in all such taxation and compliance proceedings as a core and non-negotiable part of this engagement.

3.27 All pending accounting, taxation, reconciliation, statutory compliance, and audit/appellate matters pertaining to the period prior to and existing at the time of award of contract, in respect of activities covered under this scope of work, shall also be handled by the firm without any additional financial implication to BIS. Prospective bidders may inspect existing accounting and taxation records before submission of bid; BIS shall provide reasonable access to relevant records, documents, and GST portal data for this purpose.

3.28 Any other accounting, taxation, compliance, or finance-related work as and when assigned by BIS. Any task that is reasonably incidental to, or of the same nature as, the accounting, taxation, audit, reconciliation, procurement-scrutiny, or compliance work described in this Scope of Work shall be deemed included within the consolidated monthly service charge quoted by the firm, and shall not be treated as out-of-scope or as grounds for demanding additional payment. Only work of a genuinely distinct nature, not reasonably contemplated by this Scope of Work, shall require separate written agreement between BIS and the firm on scope and charges before commencement.

3.29 The firm shall carry out the following activities within the stipulated timelines:

S. No.	Particulars	Timeline	Frequency
1	Book-keeping, Accounting, Bank and Journal Vouchers, Receipts Issuing, etc.	NA	Daily Basis
2	Bank Reconciliation, Income & Expenditure Report, Monthly Reports, Trial Balance with Schedules	5th of every month	Monthly Basis
3	Replies to Internal Audit and CAG Audit paras/observations	Within 15 days of receipt	Half Yearly Basis
4	TDS Demand Preparation and Return Filing	Before 5th of every month / as per Government notification	Monthly Basis
5	GST Demand Preparation and Return Filing (GSTR-1, GSTR-7, etc.)	Before 10th of every month	Monthly Basis
6	GSTR-9A		
7	GSTR-3B and Purchase Register Reconciliation	15th of every month / as notified	Monthly Basis
8	Forwarding of copy of every notice/communication received from any tax or statutory authority to the designated BIS officer, irrespective of whether the firm intends to reply directly	Within 24 hours of receipt	As and when received

S. No.	Particulars	Timeline	Frequency
9	Preparation and submission of reply to any GST/Income Tax Show Cause Notice, query, observation, or intimation received from tax authorities	Within 5 working days of receipt, or such shorter period as stipulated in the notice, whichever is earlier	As and when received
10	Preparation and submission of reply/representation in respect of demand or penalty proceedings raised under GST/Income Tax	Within 7 working days of receipt, or such shorter period as stipulated in the notice, whichever is earlier	As and when received
11	Drafting and filing of appeal before the Appellate Authority/Appellate Tribunal or any other forum against any adverse order	At least 10 working days before expiry of the limitation period for filing appeal	As and when required
12	Physical/virtual representation before Assessing/Adjudicating Officer, Appellate Authority, Tribunal or any other statutory/quasi-judicial forum in tax matters	On all dates of hearing as fixed by the concerned authority	As and when required
13	Tax Consultancy (Direct & Indirect)	NA	Daily Basis
14	Final Accounts/Trial Balance	Before 10th of April	Yearly Basis
15	GST Audit (GSTR-9C)	As per applicable notification	Yearly Basis

4. Liability for Delays, Errors, and Omissions

4.1 The firm shall be fully responsible for delays, incorrect filings, non-compliance, calculation errors, short deduction/deposit of taxes, or omissions attributable to the firm or its personnel. This includes, without limitation, failure to submit a timely and adequate reply to a GST/Income Tax notice or observation, and failure to file an appeal within the limitation period, resulting in loss of appellate remedy for BIS. Any penalty, interest, late fee, or other financial implication, including any liability that becomes final and unappealable due to the firm's delay or omission, shall be borne and reimbursed by the firm.

4.2 The firm's liability under this clause for errors, omissions, incorrect filings, delayed compliance, or missed limitation periods arising during the contract period shall survive the expiry, termination, or non-renewal of the contract, and shall remain enforceable against the firm for a period of three years from the date such error, omission, or default is discovered by BIS, or the applicable statutory limitation period for the underlying matter, whichever is later. Expiry or termination of the contract shall not, by itself, extinguish or limit any liability of the firm accrued during the contract period.

5. Responsibility for Deployed Manpower

5.1 The firm shall be fully responsible for the recruitment, background verification, deployment, supervision, conduct, replacement, and ongoing management of deputed manpower, in alignment with BIS's operational, accounting, taxation, audit, and compliance requirements, including timely completion of all assigned work, maintenance of confidentiality, adherence to statutory provisions, and compliance with BIS's instructions and guidelines issued from time to time.

6. Scale of Work

6.1 The volume and nature of accounting, taxation, audit, reconciliation, procurement-related financial scrutiny, statutory compliance, and other finance-related work, including tax representation and appellate work, may increase or decrease depending on operational requirements, certification activities, procurement volume, statutory requirements, audit observations, or BIS decisions from time to time. The number of manpower to be deployed may accordingly increase or decrease. BIS shall provide reasonable notice, preferably 30 days, for any such change in manpower requirement.

6.1 Planning

Quality, accuracy, confidentiality, and timely completion of work are of utmost importance. The firm shall ensure deployment of qualified, competent, experienced, and professionally ethical manpower for all accounting, taxation, audit, reconciliation, procurement, and compliance-related activities, and shall furnish profiles, qualifications, and experience credentials of proposed manpower for verification and approval by the competent authority prior to deployment.

6.1.1 BIS shall provide only basic office infrastructure and amenities such as workspace, internet connectivity, and access to official systems/software necessary for carrying out the assigned work. The firm and its deployed manpower shall have no claim, right, or entitlement over such facilities, but shall have access to records and information reasonably required for their assigned duties.

6.1.2 Deployed manpower shall normally attend office on all working days during prescribed office hours. Considering statutory timelines, audit requirements, financial closing activities, urgent compliance matters, appeal filing deadlines, procurement deadlines, or administrative exigencies, BIS may require the presence of manpower beyond normal working hours, on weekends, holidays, or any other specific day. The qualified CA/CS/CMA of the firm shall remain present at the commencement and closure of audits, and shall make themselves available throughout audit and appellate proceedings as required.

6.1.3 BIS may require deployed personnel to record daily attendance through a biometric system or an attendance register countersigned by a designated BIS officer. The firm shall submit a certified man-day/attendance statement for each deployed person along with its monthly invoice, and payment shall be processed with reference to actual verified attendance and deployment, not merely to the personnel originally proposed at the time of bid.

7. Appointment of the Firm

7.1 Duration and Renewal of Contract:

7.1.1 The contract shall initially be for a period of one year from the date of commencement of services.

7.1.2 The contract may thereafter be extended for up to two further periods of one year each, so that the total duration of the engagement, including all extensions, does not exceed three years from the date of commencement, on the same terms and conditions as the original contract, subject to each of the following conditions being satisfied prior to each extension:

- Satisfactory performance of the firm during the preceding contract year, as certified by the competent authority on the basis of the performance evaluation criteria at Clause 7.6;
- No instance of penalty having been imposed on the firm three or more times during the preceding contract year, and no ground for termination having arisen and remaining unresolved under Clause 14;
- Continued fulfilment, as on the date of renewal, of the eligibility and technical qualification criteria under Clause 12.1, including valid registration, GST compliance, and non-blacklisting status;
- Fresh administrative approval and expenditure sanction of the competent authority for the ensuing year, obtained in accordance with the prevailing Delegation of Financial Powers relating to Outsourcing of Accounts Work, prior to commencement of the extended period;

- The firm's written willingness to continue the engagement on the same terms and conditions, furnished at least 60 days prior to expiry of the then-current contract period; and
- Submission by the firm of a fresh or renewed Performance Security valid for the extended period, in accordance with Clause 7.2, prior to commencement of the extended period.

7.2 The successful bidder shall submit Performance Security amounting to 5% of the Contract Value within 30 days from the date of issuance of the Award of Work/Letter of Acceptance. Where the contract is extended for any further period under Clause 7.1, the firm shall furnish a fresh or renewed Performance Security valid for the extended period, calculated on the Contract Value applicable to that period, prior to commencement of the extension. The Performance Security, whether for the original or extended period, shall in each case remain valid for a further period of 90 days beyond the expiry, termination, or non-renewal of the contract, to cover latent errors, omissions, or defects in the firm's work that may be detected after handover or after the engagement has ended.

7.3 Where BIS finds any deployed manpower unsuitable on account of lack of competence, unsatisfactory performance, indiscipline, misconduct, negligence, or breach of confidentiality, the firm shall provide a suitable replacement to BIS's satisfaction within the prescribed timeframe.

7.4 In case of fraudulent activity, financial irregularity, misappropriation, manipulation of records, breach of confidentiality, unauthorised disclosure of official information, or misconduct by the firm or its manpower, BIS shall be at liberty to initiate appropriate punitive, civil, criminal, contractual, or administrative action, and may recommend blacklisting/debarment of the firm and/or concerned manpower from future BIS engagements.

7.5 BIS reserves the right to review the performance of the firm and its deployed manpower at any stage. In case of any deficiency, discrepancy, negligence, delay, or unsatisfactory performance — including in relation to GST/tax representation and appellate work — BIS may direct replacement of manpower or take appropriate contractual action. The firm shall provide suitable replacement manpower within 3 days, or such period as specified by BIS.

7.6 Performance evaluation of the firm and its deployed manpower shall be based on adherence to timelines, accuracy of accounting and statutory compliances, quality and timeliness of replies to tax notices and observations, diligence in filing and pursuing appeals, quality and quantity of work, reconciliation efficiency, audit and appellate preparedness, responsiveness, professional competence, confidentiality, integrity, conduct, work ethics, and overall compliance with BIS procedures and statutory requirements.

8. Personnel Ethics and Behaviour

8.1 The firm and its deployed manpower shall perform their duties with utmost professionalism, integrity, and confidentiality. BIS shall have the right to obtain feedback from concerned stakeholders as deemed necessary. Any complaint regarding misconduct, unethical behaviour, negligence, breach of confidentiality, or malpractice shall be dealt with strictly in accordance with the terms and conditions of the contract.

8.2 The firm shall furnish a conflict-of-interest declaration at the time of submission of bid, and thereafter on an annual basis during the contract period, disclosing any engagement of the firm or its partners/personnel with vendors, contractors, bidders, or other parties dealing with BIS/NRO Chandigarh. The firm shall not, without prior written disclosure to and consent of BIS, concurrently act for or advise any such party in a matter that is or may reasonably become adverse to the interests of BIS. Failure to disclose a material conflict of interest, or acting in a matter adverse to BIS without such disclosure, shall be treated as a serious breach of trust and grounds for termination under Clause 14.

9. Competency Requirement

The competency requirements for manpower to be deployed by the firm are as follows:

Resource Profile	Competency Requirement
Chartered Accountant (ICAI)/Company Secretary (ICSI)/Cost Accountant (ICMAI) Qualified Personnel	**Education:** Essential: Qualified Chartered Accountant (ICAI)/Company Secretary (ICSI)/Cost Accountant (ICMAI). At least one partner of the firm shall hold Fellowship Membership of the respective professional institution, i.e. ICAI/ICSI/ICMAI, as applicable. **Experience:** Essential: Minimum 3 years of post-qualification experience in accounting, taxation, audit, financial management, statutory compliance, reconciliation, or related financial matters. Desirable: Experience of handling Government/PSU/Autonomous Body assignments, including preparation of replies to GST/Income Tax notices and representation before Assessing, Adjudicating and Appellate Authorities.
Accounts/Finance Assistant	**Education:** Essential: M.Com or equivalent qualification from a recognized university. Desirable: CA (Inter)/CS (Inter)/Cost Accountant (Inter) or relevant professional exposure. **Experience:** Essential: Minimum 2 years of experience in accounting, bookkeeping, taxation, voucher scrutiny, reconciliation, or related finance activities. Desirable: Working knowledge of Tally, ERP systems, MS Excel, GST, TDS, and Government accounting procedures.

10. Payment Terms

10.1 The firm shall submit monthly invoices, complete in all respects, in triplicate, along with supporting documents required by BIS. For this purpose, "supporting documents" shall mean task-level evidence of work actually performed during the billing period — including, as applicable, copies of returns filed, replies submitted to notices/observations, reconciliation statements, the certified attendance/man-day statement under Clause 6.1.3, and the status register of pending tax matters under Clause 3.16 — and not a generic covering statement or summary alone. Invoices shall be verified by the competent authority and processed thereafter, subject to recovery/deductions, if any.

10.2 All payments shall be made in Indian Rupees through Electronic Clearance System (ECS)/online transfer. E-bills shall be submitted and processed as per applicable GeM guidelines/policies.

10.3 Penalties, if any, for non-performance, delay, deficiency in service (including in respect of GST/tax notice replies and appellate representation), or violation of contractual obligations/service levels, shall be computed and recovered from the monthly payment cycle.

10.4 Tax Deduction at Source (TDS) and other statutory deductions, as applicable, shall be made in accordance with the Income Tax Act and other applicable laws, as amended from time to time. Necessary certificates/records shall be provided by BIS.

10.5 Schedule of Penalties:-

	Default	Penalty
1	Late Trial Balance/BRS/monthly schedules	₹200/day, capped ₹1,000/month
2	Late GST return filing	Full reimbursement of late fee and interest
3	Late TDS/TCS filing/deposit	Full reimbursement of interest and penalty
4	Late reply to a GST/IT notice	₹2,000/day, capped ₹15,000/notice

5	**Missed appeal limitation** (loss of appellate remedy)	Full amount rendered irrecoverable
6	No-show at a scheduled hearing	₹2,000/hearing
7	Unreplaced absent personnel beyond 2 days	₹500/person/day
8	Unapproved substitution of proposed personnel	₹2,500/instance
9	Late Annual Closing (past 10 April)	₹1,000/day
10	Breach of confidentiality	₹50,000/instance
11	Unauthorized subcontracting/data sharing	₹20,000/instance

11. Professional Ethics and Breach of Contract

11.1 The firm shall maintain high standards of professional ethics and shall not indulge in any unfair or unethical practices. Any violation of contractual terms, statutory provisions, or ethical standards — including refusal to undertake GST/tax representation or appellate work forming part of the scope of this engagement — shall be treated as a material breach of contract, entitling BIS to take appropriate action, including termination, imposition of penalties, debarment, or any other action permissible under applicable guidelines, including GeM policies and Government instructions issued from time to time.

12. Selection Criteria

12.1 Technical Cover

A template for submission of the Technical Bid is enclosed as Annexure-I.

#	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity and Registration	The bidder should be a Chartered Accountant (ICAI)/Company Secretary (ICSI)/Cost Accountant (ICMAI) Firm / Accounting & Taxation Service Provider registered under applicable Indian laws; hold a valid PAN; be registered with GST authorities; and have been operational for at least the last three years.	Registration/Incorporation Certificate; PAN Card; GST Registration Certificate; Fellowship Certificate of a partner from ICAI/ICSI/ICMAI, as applicable; Partnership Deed/LLP Agreement/MOA & AOA, as applicable; Completion of Similar Work Certificates from Central/State Government/PSUs/Autonomous Bodies or a large company under the Companies Act, 2013.
2	Certified Accountants	Bidder must have 03 CA/ICWA/ICMA/ICSI members including 01 FCAs/ACCA (Association of Chartered Certified Accountants)/ CIMA (Chartered Institute of Management Accountants)/ICSI	Registration Certificates to be Attached.

#	Basic Requirement	Specific Requirements	Documents Required
3	Office Presence	The bidder should have at least one functional office in Chandigarh Tricity (Chandigarh/Mohali/Panchkula) with adequate infrastructure and manpower for execution of the assignment.	**Documentary Evidence Required:** • Valid GST Registration Certificate or Professional Tax Registration Certificate clearly reflecting the Chandigarh Tricity office address; OR Copy of ICAI Firm Registration Certificate showing Chandigarh branch office; OR ICAI communication/approval letter confirming branch office in Chandigarh. • The certificate must be issued by the competent authority and remain valid as on the date of bid submission. • Self-declaration alone will not be accepted; documentary proof is mandatory.
4	Blacklisting	The bidder should not have been blacklisted/debarred by any Central/State Government Department, PSU, Statutory Body, or Autonomous Organisation as on the date of bid submission.	Self-declaration by the Authorised Signatory.
5	Compliance with Statutory Norms and Conflict of Interest	The bidder shall comply with all applicable legal, statutory, regulatory, labour, taxation, and professional requirements under the contract, and shall disclose any existing engagement with vendors, contractors, or bidders dealing with BIS/NRO Chandigarh that may give rise to a conflict of interest.	Self-declaration along with relevant registrations/licences, wherever applicable, and a conflict-of-interest declaration as per Clause 8.2.
6	EMD	Bidders shall submit EMD of Rs. 45,000/- (Rupees Forty Five Thousand only) as specified in the bid document. MSMEs and Startups are exempt from EMD.	EMD document/proof of exemption, submitted physically before the bid submission deadline.
7	Business Turnover	Minimum average annual turnover of Rs. 7.5 lakh for each year during FY 2022-23, FY 2023-24 and FY 2024-25, from execution of works of a technical nature as specified in the bid document. MSMEs and Startups are exempt from minimum turnover and experience criteria.	Audited Financial Statements or certificate from the Statutory Auditor.
8	Experience	Experience of handling similar assignments during the last three financial years, involving accounting, taxation, audit support, financial scrutiny, statutory	Work Orders/Completion Certificates/Experience Certificates from clients.

#	Basic Requirement	Specific Requirements	Documents Required
		compliance, or deployment of professional manpower in Government Departments/PSUs/Autonomous Bodies/large organisations. Prior experience of preparing replies to GST/Income Tax notices and representing a client before Appellate Authorities/Tribunal shall be considered a merit factor. MSMEs and Startups are exempt from minimum turnover and experience criteria.	

12.2 Financial Cover

A template for submission of the Financial Bid is enclosed as Annexure-II. The bidder quoting the lowest financial bid (L1) shall be considered the successful bidder. In case multiple bidders qualify as L1 by quoting the same lowest price, the successful bidder shall be selected on the basis of higher experience in executing similar assignments during the last three financial years; if the tie persists, the bidder with the higher average annual turnover during the last three financial years shall be considered successful.

13. Service Level Indicators

13.1 The firm shall be expected to meet the prescribed Service Levels during the execution of the contract and discharge of duties under the detailed scope of work. In case of default in meeting any Service Level — including delayed or inadequate replies to GST/Income Tax notices, failure to file an appeal within limitation, or refusal to represent BIS before any tax or appellate authority — BIS reserves the right to impose penalties.

13.2 The firm shall be fully responsible for delays, incorrect filings, non-compliance, calculation errors, short deduction/deposit of taxes, or omissions attributable to it or its personnel. Any penalty, interest, late fee, or financial implication arising from such lapses, including any liability that becomes final and unappealable due to the firm's delay or refusal to act, shall be borne/reimbursed by the firm.

13.3 Calculation of Penalties: Penalties for violation of the prescribed Service Levels shall be computed at the end of each payment cycle and adjusted/recovered from payments due to the firm in the subsequent month.

13.4 BIS reserves the right to invoke and forfeit the Performance Security submitted by the firm in case of breach of contractual obligations, non-performance, or violation of the terms and conditions of the contract.

14. Termination of Contract

BIS reserves the right to terminate the contract, wholly or partly, by giving 30 days' prior written notice to the firm under the following circumstances:

14.1 Where BIS is of the opinion that there has been an event of default by the firm, including failure to fulfil any contractual obligation, commitment, or requirement under the contract.

14.2 Where penalties are imposed repeatedly, three times in a year, on account of poor performance, non-compliance, delay, or deficiency in services.

14.3 Where the firm fails or refuses to provide services in accordance with the prescribed scope of work and terms & conditions, including refusal to prepare replies to GST/tax observations and penalty notices, to file appeals, or to represent BIS before tax or appellate authorities.

14.4 Where it comes to BIS's notice that the firm is involved in an actual or potential conflict of interest, or has acted in violation of the terms and conditions of the tender/contract.

14.5 Where the firm indulges in misuse, unauthorised disclosure, unauthorised storage, or mishandling of official data/documents/information of BIS, including retention or operation of any statutory portal credential, login, or DSC in its own name contrary to Clause 3.16.3, or unauthorised subcontracting or data-sharing contrary to Clause 3.22.1.

14.6 Where the firm abandons the assignment/services, or neglects or fails to perform any contractual obligation entrusted under the contract.

14.7 BIS may, at any time, terminate the contract, wholly or partly, for its convenience, by giving 30 days' prior written notice specifying the extent of termination and the effective date.

14.8 On expiry of the contract period, non-extension, or termination prior to expiry on account of default by the firm, the firm shall provide all necessary assistance, records, documents, and support required by BIS for smooth transition of services to another agency/service provider, including complete handover of all pending GST/tax matters, notices, and appeals with full case history.

14.9 Where the contract is terminated prior to completion due to default by the firm, or due to circumstances affecting its existence/viability, BIS shall make payment only for services satisfactorily performed and duly accepted up to the effective date of termination.

14.10 Without prejudice to any other rights available under the contract or law, BIS shall have the right to recover/retain such amounts from pending payments as may be necessary to offset losses, damages, or liabilities caused by any act, omission, negligence, or breach on the part of the firm.

14.11 The firm shall not obstruct, interfere with, or hinder BIS or any successor agency/service provider engaged for completion or continuation of the work/services.

14.12 Nothing contained herein shall restrict BIS's right to invoke the Performance Security and/or exercise any other rights or remedies available under the contract or applicable law.

14.13 Upon termination of the contract by BIS for any of the reasons stated above, the firm shall not be entitled to claim any compensation, damages, or losses on account of such termination.

Annexure-I

Technical Bid Covering Letter

<Location, Date>

To,

The Dy. Director General (North)
Bureau of Indian Standards (BIS)
....
....

Subject: Submission of Technical Bid for Appointment of Chartered Accountant (ICAI)/Company Secretary (ICSI)/Cost Accountant (ICMAI) Firm / Accounting & Taxation Service Provider

Dear Sir,

We, the undersigned, hereby submit our Technical Bid in response to the Request for Proposal (RFP) bearing No. .... dated................... 2026 issued by the Bureau of Indian Standards (BIS) for appointment of a Chartered Accountant (ICAI)/Company Secretary (ICSI)/Cost Accountant (ICMAI) Firm / Accounting & Taxation Service Provider for providing accounting, taxation, audit support, financial scrutiny, statutory compliance, and related professional services, including preparation of replies to tax notices and representation before appellate authorities as set out in the Scope of Work.

We hereby declare that all information and statements furnished in this Technical Bid are true, complete, and correct to the best of our knowledge and belief. We understand that any misrepresentation, suppression of facts, or incorrect information may lead to rejection/disqualification of our bid.

*I/We have been duly authorised to submit this bid and related documents on behalf of the bidder. The authorisation document along with identity proof is enclosed.

We further agree to abide by all the terms and conditions contained in the RFP document and undertake to keep our bid valid for the period specified therein.

Yours faithfully,

(Signature of Bidder/Authorised Representative)
Name: ....
Designation: ....
Name of Firm: ....
Address: ....
Seal & Date: ....

** Strike out if not applicable.*

Annexure-II

Financial Bid Covering Letter

<Location, Date>

To,

The Dy. Director General (North)
Bureau of Indian Standards (BIS)
....
....

Subject: Submission of Financial Bid for Appointment of Chartered Accountant (ICAI)/Company Secretary (ICSI)/Cost Accountant (ICMAI) Firm / Accounting & Taxation Service Provider

Dear Sir/Madam,

We, the undersigned, hereby submit our Financial Bid in response to the Request for Proposal (RFP) bearing No. .... dated................... 2026 issued by the Bureau of Indian Standards (BIS) for appointment of a Chartered Accountant (ICAI)/Company Secretary (ICSI)/Cost Accountant (ICMAI) Firm / Accounting & Taxation Service Provider for providing accounting, taxation, audit support, financial scrutiny, statutory compliance, and related professional services.

We hereby declare that all information and statements furnished in this Financial Bid are true, complete, and correct to the best of our knowledge and belief. We understand that any misrepresentation, suppression of facts, or incorrect information may lead to rejection/disqualification of our bid.

We agree to abide by all the terms and conditions contained in the RFP document and undertake to keep our bid valid for the period specified therein.

Yours faithfully,

(Signature of Bidder/Authorised Representative)
Name: ....
Designation: ....
Name of Firm: ....
Address: ....
Seal & Date: ....

Table — Financial Bid

Parameter	**Quoted Rate per Month**
Service charges — the bidder shall quote consolidated professional/service charges (excluding GST), over and above the remuneration/payments payable to the deployed manpower/professionals.	