

**बिड दस्तावेज़ / Bid Document**

| बिड विवरण/Bid Details                                                                                          |                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| बिड बंद होने की तारीख/समय /Bid End Date/Time                                                                   | 15-09-2026 14:00:00                                                                                                                                                                                                               |
| बिड खुलने की तारीख/समय /Bid Opening Date/Time                                                                  | 15-09-2026 14:30:00                                                                                                                                                                                                               |
| 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 Information And Broadcasting                                                                                                                                                                                          |
| विभाग का नाम/Department Name                                                                                   | Ministry Of Information And Broadcasting                                                                                                                                                                                          |
| संगठन का नाम/Organisation Name                                                                                 | Prasar Bharati Broadcasting Corporation Of India                                                                                                                                                                                  |
| कार्यालय का नाम/Office Name                                                                                    | Doordarshan Kendra                                                                                                                                                                                                                |
| शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal                                          | HOD Email id :hooddkbangalore@prasarbharati.gov.in<br>Buyer Email id: tsrishnamurthy@prasarbharati.gov.in                                                                                                                         |
| वस्तु श्रेणी /Item Category                                                                                    | Manpower Hiring for Financial Services - Offsite; Chartered Accountant , Manpower Hiring for Financial Services - Offsite; Cost Accountant                                                                                        |
| अनुबंध अवधि /Contract Period                                                                                   | 1 Year(s)                                                                                                                                                                                                                         |
| बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years) | 3 Lakh (s)                                                                                                                                                                                                                        |
| उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service | 2 Year (s)                                                                                                                                                                                                                        |
| इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required                        | Yes                                                                                                                                                                                                                               |
| टर्नओवर पात्रता मानदंड/Turnover eligibility criteria                                                           | To be verified by the buyer at the time of technical evaluation                                                                                                                                                                   |
| वर्षों के अनुभव के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience                        | Yes   Partial   Experience - 1 year (s)                                                                                                                                                                                           |
| वर्षों के अनुभव के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Years Of Experience                | Yes   Partial   Experience - 1 year (s)                                                                                                                                                                                           |
| विक्रेता से मांगे गए दस्तावेज़/Document required from seller                                                   | Experience Criteria,Bidder Turnover<br>*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                                                                                                      | 3                                                                                                                                                                      |
| ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count                                                                                                                                            | 2                                                                                                                                                                      |
| बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled                                                                                                                                                                       | No                                                                                                                                                                     |
| बिड का प्रकार/Type of Bid                                                                                                                                                                                                | Single Packet Bid                                                                                                                                                      |
| तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation                                                                                        | 2 Days                                                                                                                                                                 |
| अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)                                                                                                             | 196000                                                                                                                                                                 |
| मूल्यांकन पद्धति/Evaluation Method                                                                                                                                                                                       | Total value wise evaluation                                                                                                                                            |
| मध्यस्थता खंड/Arbitration Clause                                                                                                                                                                                         | No                                                                                                                                                                     |
| सुलह खंड/Mediation Clause                                                                                                                                                                                                | No                                                                                                                                                                     |

#### ईएमडी विवरण/EMD Detail

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

#### ईपीबीजी विवरण /ePBG Detail

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

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

#### एमआईआई अनुपालन/MII Compliance

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

**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 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.
3. 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.
4. 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.
5. **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.
6. 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.
7. 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:2 projects for any state or central government department**

**Service provider must have a dedicated team of required manpower of XX for the project3**

**Scope of Work:**[1787731675.pdf](#)

**Pre Bid Detail(s)**

| मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time | प्री-बिड स्थान/Pre-Bid Venue                                                          |
|---------------------------------------------------|---------------------------------------------------------------------------------------|
| 09-09-2026 11:00:00                               | SMT.JAYANTHI DEVARAJAN, ASSISTANT, DOORDARSHAN KENDRA, BANGALORE<br>MOB NO.9731269201 |

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

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification                                     | मूल्य/ Values                        |
|----------------------------------------------------------|--------------------------------------|
| <b>कोर / Core</b>                                        |                                      |
| Deployment Location                                      | Offsite                              |
| Type of Professional/Resources required                  | Chartered Accountant                 |
| Certifications of Professional/Resources required        | Indian Accounting Standards (Ind AS) |
| Qualification of Professional/Resources required         | CA , ICWA                            |
| Total Experience of Professionals / Resources (In years) | 3 - 5 Years                          |
| <b>एडऑन /Addon(s)</b>                                    |                                      |

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

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

| क्र.सं./S.No. | प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / Number of manpower deployed | अतिरिक्त आवश्यकता /Additional Requirement |
|---------------|----------------------------------------------------------|-------------|--------------------------------------------------|-------------------------------------------|
|---------------|----------------------------------------------------------|-------------|--------------------------------------------------|-------------------------------------------|

| क्र.सं./S.N<br>o. | प्रेषिती/रिपोर्टिंग<br>अधिकारी /Consignee<br>Reporting/Officer | पता/Address                                             | संसाधनों की मात्रा<br>/ Number of<br>manpower<br>deployed | अतिरिक्त आवश्यकता<br>/Additional<br>Requirement                         |
|-------------------|----------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------|
| 1                 | Geetha Kiran                                                   | 560006,Doordarshan Kendra J<br>C Nagar Bangalore-560006 | 1                                                         | <ul style="list-style-type: none"> <li>Number of Months : 12</li> </ul> |

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

### तकनीकी विशिष्टियाँ /Technical Specifications

| विवरण/ Specification                                     | मूल्य/ Values                        |
|----------------------------------------------------------|--------------------------------------|
| <b>कोर / Core</b>                                        |                                      |
| Deployment Location                                      | Offsite                              |
| Type of Professional/Resources required                  | Cost Accountant                      |
| Certifications of Professional/Resources required        | Indian Accounting Standards (Ind AS) |
| Qualification of Professional/Resources required         | CA , ICWA                            |
| Total Experience of Professionals / Resources (In years) | 3 - 5 Years                          |
| <b>एडऑन /Addon(s)</b>                                    |                                      |

### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

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

| क्र.सं./S.N<br>o. | प्रेषिती/रिपोर्टिंग<br>अधिकारी /Consignee<br>Reporting/Officer | पता/Address                                             | संसाधनों की मात्रा<br>/ Number of<br>manpower<br>deployed | अतिरिक्त आवश्यकता<br>/Additional<br>Requirement                         |
|-------------------|----------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------|
| 1                 | Geetha Kiran                                                   | 560006,Doordarshan Kendra J<br>C Nagar Bangalore-560006 | 1                                                         | <ul style="list-style-type: none"> <li>Number of Months : 12</li> </ul> |

## क्रता 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. 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.

## 3. Service & Support

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

## 4. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

## 5. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. Bidder should submit the Notarized Bidder Financial Standing Report as on date
2. Bidder should have Registered / Branch office in the city of Bengaluru
3. The contract can be terminated if work is found unsatisfactory without assigning any reason at any time and without any notice at the discretion of this office.
4. Quarterly filing of IT TDS returns of Salary and Non Salary at least by 15th of the next month of the ending quarter.
5. First quarter data of the subsequent financial year should be handed over to the next successful bidder without any hassle

## 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 (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) 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---**

THE REQUIRED CONDITIONS ARE ATTACHED IN THE PDF FILE (SAME ARE MENTIONED BELOW)

1. **Preference would be given to Bangalore based CA Firms having Head Office in Bangalore**
2. CA or his representative should attend the office on call whenever necessary to collect the data and the data should not be passed on/leak to any unauthorised Persons/Firms, etc.
3. No client related document, data or any kind of material shall be allowed to be taken or transmitted outside the buyer's premises without written permission from the buyer, in any matter or whatsoever.
4. Service provider will be permitted to take the documents from the buyer's premises only after the written permission from the buyer. However, the Service provider must ensure the safe keeping and confidentiality of these documents.
5. The data provided by this Kendra is to be properly processed and see that no discrepancy arises while filling Income Tax Returns from time to time.
6. Quarterly filling of IT TDS Returns of Salary and Non Salary at least by the 15<sup>th</sup> of the next month of the ending Quarter . Necessary records/ updations, etc with regard to filing of Income Tax Returns are to be provided from time to time or monthly basis.
7. Any other matter related to Income Tax Returns filing for the entire Financial Year.
8. The Contract shall be for a period of One Year from which the contract is signed/accepted which will be extended by this office, if found fit/satisfied.
9. The Contract can be terminated, if work is found unsatisfactory without assigning any reason at any time and without any notice at the discretion of this office.
10. Payment will be made on Quarterly basis on providing satisfactory services duly certified by the competent authority. No advance payment will be made.
11. The Bills have to be submitted in duplicate duly pre receipted along with Service Reports(Month Wise), which will be maintained by the CA. The Service Reports are to be duly signed by this Office.
12. All complaints/problems reported should be rectified to the satisfaction by the CA or by their representative in time.
13. The Agency should attend Income Tax Department in response to any notice issued by them and also attend Income Tax Audit(Assessments) with the Income Tax Department.

**Filing of all GST Returns and other GST related works which shall include :**

1. Preference would be given to Bangalore based CA Firms having Head Office in Bangalore
2. Collection and compilation of information received from State Nodal Officer for the purpose of filing of all Monthly as well as Annual GST Returns in the requisite format prescribed under the GST regime from time to time
3. No Client related documents, data or any kind of material shall be allowed to be taken or transmitted outside the buyer's premises without written permission from the buyer in any matter or whatsoever.
4. Service provider will be permitted to take the documents from the buyer's premises only after the written permission from the buyer. However, the Service provider must ensure the safe keeping and confidentiality of these documents.
5. Generation/Filing of all requisite periodical(Monthly as well as Annual) returns under the GST regime covering assistance in Outwards/Inwards information of matching/unmatching transaction and reconciliation thereof.
6. Calculation of GST Liability with ITC Reconciliation based on Purchase Records and GST Portal.
7. Advice necessary checks to be implemented to ensure authenticity of data being received
8. Generating challans for payment of GST on behalf of State Nodal Officer.
9. Ensure proper records as prescribed under GST Acts and Rules made there under are being maintained by the respective Units and State Nodal Officer
10. Render advices and provide clarifications of GST related issues.
11. Filing of Monthly GST and GST TDS Returns.
12. Audit as mandated under GST Acts and Rules thereto : conduct of Audit as mandated under GST Acts and Rules thereto and issue of various certificates, if required for GST compliance.
13. CA or his representative should attend the office on call whenever necessary to collect the data and the data should not be passed on/leak to any unauthorised Persons/Firms, etc.
14. The data provided by this Kendra is to be properly processed and see that no discrepancy arises while filling GST Returns from time to time.
15. The Contract can be terminated, if work is found unsatisfactory without assigning any reason at any time and without any notice at the discretion of this office.
16. Payment will be made on Quarterly basis on providing satisfactory services duly certified by the competent authority. No advance payment will be made.