

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	14-10-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	15-10-2026 12:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Education
विभाग का नाम/Department Name	Department Of Higher Education
संगठन का नाम/Organisation Name	Education Secretariate
कार्यालय का नाम/Office Name	New Delhi
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :syed.rizwi@gov.in Buyer Email id: anita.sharma66@gov.in
वस्तु श्रेणी /Item Category	Hiring of Consultants - Per Person Per Month Based - Tax Consultant; Finance& Accounts; CA; NA
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)	10 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 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
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover	Yes Complete
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	300000
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
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

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

लाभार्थी /Beneficiary :

PAO
Kartavya Bhawan 2, New Delhi
(Pao, Ministry Of Education)

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

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/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 (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.
2. 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.
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

Specific Experience in Desired Field of Consultancy:As per Bid Document

Extendability of contract requirement:As per Bid Document

Penalties:As per Bid Document

Last 3 years average business revenue from consulting:Upto 25 Lakh

Number of Consultants on payroll of firms:5-15

Number of projects completed in India having similar scope & size of proposed project under hiring:2

Scope Of work:[1790073860.pdf](#)

Profile of Consultants:[1790074275.pdf](#)

Hiring Of Consultants - Per Person Per Month Based - Tax Consultant; Finance& Accounts; CA; NA (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Consulting Category/ Stream	Tax Consultant
Consultant's Profile	Finance& Accounts
Indicative generic Qualification of consultants/ resources/ SME	CA
Proof of Concept (POC) Required	NA
Total Experience of Consultants/ Resources (in Years)	4 to 6 Year
Deployment of Consultants/Resource	Onsite
Certifications	NA

विवरण/ Specification	मूल्य/ Values
एडऑन /Addon(s)	

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 Consultants / SMEs	अतिरिक्त आवश्यकता /Additional Requirement
1	Shree Nivas Prasad	110001,Room No. 21012-21013, First Floor, Kartavya Bhavan - 2, New Delhi	1	Duration of Hiring of Consultant/SME in months During the Contract Period : 12

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. 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.

3. 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.

4. 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.

5. Service & Support

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

6. 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.

7. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

PAO, Ministry of Education
payable at
New Delhi

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

8. Purchase Preference (State)

Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs from the State of Bid Inviting Authority having valid Udyam Registration 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 / State of Bid inviting authority. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. 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. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15 % 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 15 percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 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.

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 कार्यवाई 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---

No.1-6/2026-Cash
Government of India
Ministry of Education
(Department of Higher Education)
Cash Section

BID DOCUMENT

Name of Work: Tender for procurement of Hiring Services of Tax Consultant Firm for Ministry of Education at Kartavya Bhawan-2, New Delhi-reg.

Last Date & Time of Submission	As per Bid Specifications uploaded on GEM Portal
Date & Time of Opening of Bid	As per Bid Specifications uploaded on GEM Portal

CONTENTS OF BID DOCUMENT

Sl. No.	Description of Contents	Remarks
1.	E-Tender Notice	
2.	Scope of work, Eligibility Criteria & Terms and Conditions and Payment terms	Annexure-I
3.	Proforma for Technical Bid	Annexure-II
4.	Proforma for Financial Bid	Annexure-III
5.	Declaration	Annexure-IV
6.	Tender Acceptance Letter	Annexure-V


अनिता शर्मा / ANITA SHARMA
अवर सचिव / Under Secretary
भारत सरकार / Government of India
शिक्षा मंत्रालय / Ministry of Education
उच्चतर शिक्षा विभाग / Div Higher Education
कर्मचारी भवन-2, नई दिल्ली / Kartavya Bhawan-2, New Delhi

ANITA SHARMA / अनिता शर्मा
अवर सचिव / Under Secretary
भारत सरकार / Government of India
शिक्षा मंत्रालय / Ministry of Education
उच्चतर शिक्षा विभाग / Div Higher Education
कर्मचारी भवन-2, नई दिल्ली / Kartavya Bhawan-2, New Delhi

2. SCOPE OF WORK, ELIGIBILITY CRITERIA & TERMS AND CONDITIONS AND PAYMENT TERMS:

SCOPE OF WORK:

A) Related to Income Tax – TDS

- (i) To ensure compliance of timely E-filing of all the returns pertaining to Income Tax-TDS, GST-TDS, including E-filing of quarterly TDS returns pertaining to income tax deducted from salaries and TDS deducted from Consultants, Young Professionals & Contractors (24Q and 26Q, GST-TDS return).
- (ii) Feeding of data of Income Tax deduction of employees/contractors.
- (iii) Data of filing aforesaid return will be provided by Cash Section of Ministry of Education through soft copy/hard copy as required.
- (iv) To ensure timely generation of Form-16, 16-A. Generation of GST-TDS Challan and certificate/GSTR-7A or any other document mandatory required under aforesaid activities.
- (v) Timely filing of correction/rectification/revision in monthly/quarterly returns in case of any incorrect entry of invalid/wrong PANs/GST Numbers or any other kind of error in any return of Income Tax-TDS, GST-TDS and GST matter.
- (vi) Appearing before the Income Tax/GST Authorities on case to case and providing assistance to file reply of Notice of Income Tax-TDS, GST-TDS and GST matters as and when required.
- (vii) Firm will suggest regarding the maintenance of books/ledgers required for Income Tax-TDS, GST-TDS and GST matters.
- (viii) In Ministry of Education there are approximately 1000 number of regular/contractual staff for which 24Q quarterly returns is to be filed and Form 16 are to be generated after the end of FY. Approximately 55 numbers of contractors for which 26Q quarterly returns are to be filed.
- (ix) Any other work related to Income Tax which is not explicitly mentioned in the scope of work or may be introduced by the Government due to changes in the Taxation laws etc. will form the part of the scope of work.
- (x) During the contract period, no increase whatsoever will be given other than quoted rates.
- (xi) Any other work related to Income Tax as assigned by Ministry of Education whether or not it pertains to the period of engagement of the firm/consultant.
- (xii) Visit of the consultant/authorized staff once or more in a month to guide on Income Tax related matters and for whole month in June of Assessment Year for preparation/correction of Form 16, No. TA/DA etc. will be paid for this.

B) Related to GST Matters: -

- i) To file online monthly/annual GST returns of the Ministry or any other return as required by the GST Authorities from time to time.
- ii) Handling the input tax credit and ensuring proper maintenance of ITC register.
- iii) Any matter related to foreign remittance for various activities.
- iv) Consultation/advice on record, maintenance of applicable GST rates.
- v) To maintain proper record of outward and inward supplies of Goods or services and generation of GSTR-1, GSTR-2 and 3B etc.

Anurag
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अवर सचिव / Under Secretary
भारत सरकार / Government of India
शिक्षा मंत्रालय / Ministry of Education
उच्चतर शिक्षा विभाग / D/o Higher Education
कक्षा 2, नई दिल्ली / Karkhana Bhavan-2, New Delhi

- vi) To provide guidance leading to full compliance of all rules and regulations of GST Laws and its implementation from time to time.
- vii) Assistance is updating GST related portals including e-invoice portal and their related issues as required from time to time.
- viii) Assistance in identification of invoices (outward and inward) which are not eligible for ITC.
- ix) Visit of the consultant/authorized staff once or more in a month to guide on GST-TDS related matters. No TA/DA etc. will be paid for this.
- x) Any other work related to GST as assigned by Ministry of Education whether or not it pertains to the period of engagement of the firm/consultant.
- xi) Any other work related to GST which is not explicitly mentioned in the scope of work or may be introduced by the Government due to changes in the Taxation laws etc. will form the part of the scope of work.

ELIGIBILITY CRITERIA

- i) The bidders quoting for any work, must be agencies offering total Tax support.
- ii) The bidder's turnover should be at least Rs.10 lakhs during the three preceding financial years viz, FY 2023-24, 2024-25, 2025-26. A certificate from a Chartered Accountant on the turn-over from the activities defined above for the reference years may be submitted.
- iii) Agency/firm should be a single entity, registered as a Company, Partnership Firm under respective acts in India. The agency/firm should have their active and fully functional office or branch in Delhi.
- iv) Agency/firm should be registered in India with appropriate Tax and other administrative authorities & GST Registration.
- v) Agency/firm must have at least five years' experience of working as a Tax Consultant dealing with TDS matters in Govt. Ministries/Departments.
- vi) A self-declaration certificate to the effect that the firm has not been blacklisted/debarred from working in any Govt./undertaking anywhere in the country should be attached along with the bid.

PERIOD OF CONTRACT:

The contract shall initially be for a period of one year and may be extended further for a period of two years of one year each subject to satisfactory performance, on the same terms and conditions. The rates quoted by the bidder shall remain unchanged. Ministry of Education, however, reserves the right to terminate the contract at any time without assigning any reason thereof by serving one month notice.

TERM AND CONDITIONS:

- i) Copy of PAN No. and/or TIN No./GST No. etc., issued by the authority in the name of the proprietor/owner/ firm/company with self-attestation is required to be uploaded along with the Bid on the GeM Portal. The document to be uploaded should be legible. In case the uploaded documents are not readable, the tender cannot be examined and the bid of the said firm can be rejected.
- ii) The bidders are required to upload annual turnover certificate amounting to Rs.10,00,000/- for three financial years i.e. 2023-24 to 2025-26. The bidder seeking relaxation in turnover/EMD may furnish the valid documents in its support.

- iii) The bidders are required to upload work completion certificates for the last five years i.e. 2021 to 2025 and current year (upto April,2026) from Ministries/Departments, of the Govt. of India.
- iv) The bidders should upload the income tax return of last three financial years i.e. 2023-24 to 2025-2026 of their firm.
- v) The contracted agency will work under the direct supervision of the Under Secretary (Cash) and DDO(Cash), Department of Higher Education, Ministry of Education.
- vi) The bidder shall abide by the provisions of all laws in force from time to time.
- vii) In all matters of dispute relating to this Contract, the decision of the Ministry shall be final and binding upon the agency.
- viii) The Ministry reserves the right to accept or reject any bid without assigning any reason thereof.
- ix) In case the services of the contracted agency are found un-satisfactory, the services of the agency will be terminated immediately, without any further notice or without assigning any reason and the decision of the Ministry will be binding on the agency.
- x) The successful tenderer shall be required to deposit 5% of the amount of the annual contract value as performance security in form of FDR from any Commercial Bank duly pledged in favour of PAO (Edu), Department of Higher Education, Kartavya Bhawan-2 within ten days of the acceptance of the tender. Non-compliance of the terms and conditions will result in forfeiture of the performance security. Similarly, non-acceptance of the contract by the successful tenderer will result in forfeiture of the earnest money.
- xi) The firm will not sublet or transfer any part of the contract.
- xii) Failure to comply with any statutory requirement and/or the terms of the agreement during the period of contract will result in termination of the contract and may attract punitive measures as per relevant Government of India rules.

PAYMENT TERMS:

- i) The payment will be released after end of each quarter, through PFMS.
- ii) The payments will be released against pre-receipted bills in triplicate accompanied with satisfactory performance certification of the deployed resources by the Ministry.
- ii) Payment will be made after submission of completed documents.
- iii) All payments to bidder will be made subject to deduction of TDS (Tax deduction at Source) as per the Income Tax Act and other taxes if any as per Government of India rules.

PENALTY FOR NON-PERFORMANCE:

- i) If the Ministry is not satisfied with the performance of the agency, a penalty of Rs. 1000/- per day will be levied for the said period which will be realized through the pending bills or by raising claims.
- ii) Performance security Deposit as mentioned above, is to be forfeited and credited to the clients account in the event of breach of contractual obligation by the agency, in terms of relevant contract.

3. Interested, persons/firms may submit their bid as prescribed above.

(Name and Signature of Authorized Person)

Anita Sharma
अनिता शर्मा / ANITA SHARMA
 अवर सचिव / Under Secretary
 भारत सरकार / Government of India
 शिक्षा मंत्रालय / Ministry of Education
 उच्चतर शिक्षा विभाग / D/o Higher Education
 कार्यालय भाग-2, नई दिल्ली / Kartavya Bhawan-2, New Delhi

Anita Sharma
अनिता शर्मा / ANITA SHARMA
 अवर सचिव / Under Secretary
 भारत सरकार / Government of India

Annexure-II**TECHNICAL BID**

Tender for procurement of Hiring Services of Tax Consultant Firm for Ministry of Education at Kartavya Bhawan-2, New Delhi-reg.

Sl. No.	Particular	Details to be uploaded	*Page No.
I	II	III	IV
1.	Name & business address of the Agency/Firm		
2.	Trade License Registration No. (Attach Copy)		
3.	PAN No. (Attach Copy)		
4.	GST No. (Attach Copy)		
5.	Annual turnover for the last three years i.e. 2023-24 to 2025-26 (Attach Copy)		
6.	Experience for last five years (Attach Copy)		
7.	Work/customers completion certificate alongwith cost of work year-wise in the similar service for the last five years (2021 to 2025) and current year upto April, 2026 in Govt. Ministries/ Departments		
8.	Whether firm has its own office in Delhi (Attach valid address proof in the name of the firm)		
9.	Mobile No. & Email of Authorized person for all communications.		
10.	Bank details: Name & Address of the Bank A/c No. & IFS Code		
	Any other information, if any		

***Indicating page number in Column No. IV above is mandatory.**

Declaration by the bidder: - This is to certify that I/We before signing the tender and quoting the rates, have fully understood all the terms and conditions, scope of work and undertake myself/ourselves to abide by them.

Date:

(Name and Signature of Authorized Person with seal)

Anita Sharma
अनिता शर्मा / ANITA SHARMA
 अवर सचिव / Under Secretary
 भारत सरकार / Government of India
 शिक्षा मंत्रालय / Ministry of Education
 उच्चतर शिक्षा विभाग / D/o Higher Education
 कर्तव्य भवन-2, नई दिल्ली / Kartavya Bhawan-2, New Delhi

FINANCIAL BID

PARTICULARS REQUIRED	PARTICULARS GIVEN
NAME, ADDRESS AND CONTACT NUMBER OF THE FIRM (Telephone No., Mobile No. and Email)	
QUOTED LUMP SUM AMOUNT PER MONTH (In Rs.)	Rs..... In words: - (Rupees _____ _____ _____

1. Rates must be inclusive of all types of charges and applicable statutory taxes and levies including GST.
2. The firm should not devise their own format or lay down any other conditions except lump sum amount. Conditional quotes are liable to be rejected.

Date:

(Name and Signature of Authorized Person with seal)


अनिता शर्मा / ANITA SHARMA
 अवर सचिव / Under Secretary
 भारत सरकार / Government of India
 शिक्षा मंत्रालय / Ministry of Education
 उच्चतर शिक्षा विभाग / D/o Higher Education
 कर्मागार भवन-2, नई दिल्ली / Karanya Bhavan-2, New Delhi

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DECLARATION

I/We _____, Proprietor/Partner/Director/ Authorized Signatory of _____ am/are competent to sign this declaration and execute this Bid document.

- (a) I/We have carefully read and understood all the terms and conditions of the Bid and hereby convey my/our acceptance of the same.
- (b) The information/documents furnished along with the above application are true and authentic to the best of my/our knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my/our Bid at any stage besides liabilities towards prosecution under appropriate law.
- (c) I/We have apprised myself fully about the job to be done during the currency of period of agreement and also acknowledge to bear the consequences of non-performance or deficiencies in services on my/our part.
- (d) My/ Our Company / firm has done in past satisfactory/ disciplined work and not blacklisted in past by any client.
- (e) I/We hereby undertake to furnish an unconditional and irrevocable Bank Guarantee or Demand Draft towards Performance Security, encashable/payable at New Delhi, in the manner set forth in the 'Instructions to Tenderers' and to commence the work at site within 15 days from the date of issue of Award letter.
- (f) I/ We undertake to enter into and execute an agreement with Ministry of Education, Department of Higher Education in accordance with the conditions of contract.
- (g) Unless and until a formal agreement is prepared and executed, our tender bid together with Ministry of Education, Department of Higher Education written acceptance thereof, shall constitute a binding contract between us.
- (h) I/We shall if so required, extend the validity of the offer for such period as may be mutually agreed upon.
- (i) I/We further agree that in the event of our withdrawing our tender bid prior to the receipt of the final decision from Ministry of Education, Department of Higher Education or in the event of our failing to furnish the Performance Security, in such form as prescribed in this tender or in the event of my/our tender bid being accepted and I/We fail to execute an agreement within the period specified by the competent authority to commence work, then I/We may be disqualified from bidding for any contract with Ministry of Education, Department of Higher Education for a period of one year from the date of notification.
- (j) Should our tender bid be accepted, I/We bind ourselves to be wholly and solely responsible for the due performance of the contract.
- (k) Should our tender bid be accepted, I/ We undertake to perform the work in the Ministry of Education, Department of Higher Education at the price quoted in the tender bid during the stipulated contractual period of one year and strictly abide by the conditions of the tender.

Date:
Place:

Signature of Owner/ Managing Partner/Director
Full Name:
Company's Seal:

N.B.: Scanned copy of the above declaration should be duly signed, sealed and uploaded with technical bid

AMRANGATI
ANITA SHARMA
Secretary
Ministry of Education
Government of India

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,
The Under Secretary to the Govt. of India
Ministry of Education
Department of Higher Education
Cash Section, Room No.2UG19,
Kartavya Bhawan-2, New Delhi.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender/Work: - Tender for procurement of Hiring Services of Tax Consultant Firm for Ministry of Education at Kartavya Bhawan-2, New Delhi

Dear Sir,

I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' for the website(s) namely:

Tender for procurement of Hiring Services of Tax Consultant Firm for Ministry of Education at Shastri Bhawan, New Delhi as per your advertisement, given in the above-mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. ___ to ___ (including all documents like annexure(s), schedule(s) etc.) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.

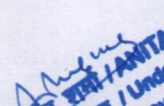
3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totally/entirely.

5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder with Official Seal)


अनिता शर्मा / ANITA SHARMA
अवर सचिव / Under Secretary
शिक्षा / Ministry of Education
कार्तव्या भवन-2, नई दिल्ली / Kartavya Bhawan-2, New Delhi