बिड संख्या/Bid Number: GEM/2026/B/8087208
दिनांक /Dated: 12-10-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	02-11-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	03-11-2026 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 Labour And Employment
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	Employees State Insurance Corporation (esic)
कार्यालय का नाम/Office Name	New Delhi
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :deandc-roh.dl@esic.nic.in Buyer Email id: sobhan.bera@esic.nic.in
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Onsite; Chartered 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)	8 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
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

बिड विवरण/**Bid Details**	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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	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	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	5 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	200000
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

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 :

DEAN
Dean , ESIC Dental College & Hospital, Rohini, Sector-15, New Delhi-110089
(Esic Fund Account No. 1 Central, Payable At Delhi)

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. 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.
2. 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.
3. **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.
4. 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.
5. 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.

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

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

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:1790663791.pdf

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
17-10-2026 11:00:00	Dean Office, ESIC Dental College & Hospital, Rohini, Sector-15, New Delhi-110089

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

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Enterprise Risk Management (by ICAI)
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	3 - 5 Years

विवरण/ Specification	मूल्य/ Values

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	Rajeev Ranjan	110089,ESIC Dental College & Hospital Sector-15, Rohini, Delhi-110089	1	• Number of Months : 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

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---

Minutes of the Meeting

With reference to UO Note No. 65 dated 10.3.2026, file No 1/3667314/2026 dated 7.03.2026 a meeting of members of committee constituted by competent authority was held in the chamber of DDO on 25.04.2026 to prepare following terms and conditions for Hiring consulting services for income tax and GST work for ESIC Dental College Rohini, Delhi through GeM portal.

Terms & Conditions for hiring of Chartered Accountant Firm for ESIC Dental College & Hospital, Rohini, Delhi

Minimum Average Annual Turnover of the bidder (For 3 Years)	8 lakh (s)
Years of Past Experience Required for same/similar service	3 Year (s)
MSE Exemption for Years Of Experience and Turn over	No
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria, Past Performance, Bidder Turnover, Original EMD, Undertaking (as requested in ATC), Compliance of BOQ specification and supporting document
Past Performance	50 %
Bid to RA enabled	Yes
RA Qualification Rule	As per GeM rules
Type of Bid	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation	5 Days
Inspection Required (By Empanelled Inspection Authority / Agencies preregistered with GeM)	No
Estimated Bid Value	2,00,000
Evaluation Method	Total value wise evaluation
Financial Document Required	Yes
EMD Detail/	Yes (Rs. 6000/-)
ePBG Detail	Yes (5%)
Splitting	Bid splitting not applied
MII Purchase Preference	Yes
MSE Purchase Preference	Yes

Checklist of mandatory documents to be submitted/uploaded by Bidders:

The following documents are required to be submitted:

S. No	Document	Submitted (Yes/No)
1	Experience certificate (for FY 2022-23, 2023-24, 2024-25)	
2	Past performance (for FY 2022-23, 2023-24, 2024-25)	
3	Bidder turnover (for FY 2022-23, 2023-24, 2024-25)	
4	Original EMD	
5	Copy GST & PAN card	
6	LAST 3 YEAR CA CERTIFICATE	

7. *** Quote rates should be given on letter head of the firm (To be opened at the time of opening of Financial Bid)**

1. No exemption for Bidder Turnover, Experience Criteria, EMD for any type of category.

2. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March 2025, 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.

3. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its CA Firm, Copies of relevant contracts to be submitted along with bid in support of having experience during each of the Financial year.

4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. 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. 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 Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY.

7. Estimated Bid Value indicated above is being declared solely for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / 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 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 process.

8. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 50% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

9. EMD:-

Date of EMD should not be after the closing date and time of the bid. The fixed amount of the **EMD (i.e Rs 6000/-)** should be in the form of demand draft drawn in favour of **"ESI Fund Account no. 1(Central)" payable at Delhi.** The same should be valid for minimum 45 days beyond the bid validity.

10. Maximum relaxation provided to the bidder for submission of original EMD will be 07(Seven) days (Including holidays) from the next day of the closing date of the bid. If not received by this office at ESIC Dental College & Hospital, Sector-15, Rohini, New Delhi-110089, it will be treated as "no EMD submitted by the bidder" and bid will be treated as

cancelled as per rule.

11. Financial Bid will be opened for the bidders who will technically qualify after internal evaluation and work order will be awarded to the L1 bidder.
12. No interest shall be payable upon the Bid Security / EMD or any other amounts payable by the Seller to the Buyer under the Contract. EMD of the successful bidders/ unsuccessful bidders shall be returned as per terms and conditions of GeM and GFR.
13. If the Seller fails or neglects to observe or perform any of his obligations under the contract, it shall be lawful for the ESI institutions to forfeit either in whole or in part, the Performance Security furnished by the Seller.

14. **Forms of ePBG**
Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft of **5%** of Bid value in favour of **"ESI Fund Account no. 1(Central)" payable at Delhi** after award of contract. Successful Bidder can upload scanned copy of the DD in place of ePBG and must ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

16. Duration of RA will be as GeMs terms & conditions.
17. **No exemption for Bidder Turnover, Experience Criteria, EMD for any type of category.**

Pre-Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
Within 7 days of submission of the bid	Chamber of The Dean, ESIC Dental College & Hospital, Rohini, Delhi.

Buyer Added Bid Specific Terms and Conditions

1. Work

Work may be increased/decreased as per the requirement by the competent authority. Bidders are bound to accept the orders accordingly.

2. GST

While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.

3. Scope of Work

1. Period of Contract

1. The engagement of the consultant shall be **for an initial period of one (01) year** from the date of award of the contract.
2. The contract may be **extended for a further period of up to one year,** based on:
   - satisfactory performance of the consultant
   - requirement of the institute
   - approval of the competent authority.
3. The Competent authority may terminate contract by giving one months' notice at any time.

4. Either party may terminate the contract by giving **one month's written notice**.

2. Eligibility Criteria for Empanelment of CA Firm

The bidder must fulfil the following conditions:

1. The firm should be a **Chartered Accountant Firm registered with the Institute of Chartered Accountants of India (ICAI).**
2. The firm must have **minimum 3–5 years of experience** in handling **Income Tax and GST matters.**
3. The firm must have **valid PAN, GST registration, and registration on the GeM portal**.
4. Preference will be given to firms having experience in **Government Departments / Autonomous Bodies / Educational Institutions**.
5. The firm must submit the following documents:
   - ICAI registration certificate
   - PAN of the firm
   - GST registration certificate
   - List of clients handled in last three years.
   - Undertaking regarding **non-blacklisting** by any Government organization.

3. Detailed Scope of Work

The consultant shall provide professional services related to **Income Tax and GST compliance of the institute exclusively as per Income Tax rule.**

A. Data Entry and Generation of Form 24 Q (for salaried staff) and 26 Q (for Non salaried staff)

A. GST Related Work

1. Preparation and filing of GST returns including:
   - **GSTR-7 monthly**
   - **Generation of Challan (CPIN)**
2. Checking and validation of GSTR-7 return
3. Preparation to Generate **GSTR-7 & GSTR-7A** electronically.
4. Any other related service/ work

B. Income Tax Related Work

1. Income tax return submission and Advice on **Income Tax provisions applicable to Government/Autonomous institutions.**

2. Preparation of TDS quarterly wise return for 24 Q and 26 Q
3. Guidance on TDS provisions, verification of TDS deductions and assistance in filing TDS returns.
4. Downloading and issuing of **Form 16 (Part A and Part B) and other TDS related documents** from TRACES
5. **Guidance on Income Tax notices, assessments or queries**, if any.
6. Provide written advice on taxation matters affecting the institute, if any

4. Payment Terms

1. Payment shall be made **quarterly** upon submission of invoice.
2. Payment will be released only after **certification of satisfactory services** by the user Department as per terms and conditions finalised on GeM.
3. **Statutory deductions including TDS** will be made as per Government rules.
4. **No advance payment shall be made.**

5. Penalty Clause

1. Agency will be fully responsible for any query, loss or any interest if raised by Income Tax Department.
2. In case of **delay in filing statutory returns** resulting in penalties, the consultant may be held responsible if the delay is attributable to the consultant.
3. Any **financial loss due to negligence** of the consultant may be recovered from the consultancy fee.
4. Repeated negligence or failure to perform duties may lead to **termination of contract.**

6. Termination of Contract

The institute reserves the right to terminate the contract if:

1. The consultant fails to perform duties satisfactorily.
2. The consultant violates the terms and conditions of the agreement.
3. The consultant is found involved in **fraudulent, unethical or corrupt practices.**

Termination may be done by competent authority at any time with or without reason by giving **30 days written notice.**

7. Terms and Conditions of Agreement

1. The consultant/firm shall maintain **strict confidentiality of financial records and institutional information.**

2. The consultant/firm shall comply with **all applicable laws and professional standards.**
3. The consultant/firm shall provide **timely advice and services whenever required by the institute.**
4. The consultant/firm shall not **subcontract the assignment Such act** shall be **subject to the jurisdiction of courts of the city where the institute is located.**
5. Terms and conditions of agreement shall be as per agreed terms and conditions on GeM.
6. Agency shall submit Rs 100/- e stamp for execution of agreement.

8. Miscellaneous

1. The institute reserves the right to **accept or reject any or all bids without assigning reasons.**
2. The institute may **modify the scope of work depending on operational requirements.**
3. All communications between the institute and consultant shall be **in writing**.
4. The consultant shall ensure **compliance with Government procurement rules applicable to GeM procurements.**
5. Any extra work regarding TDS return file, Income Tax return file, GST return file.

ADDITIONAL TERMS & CONDITIONS FOR GeMs & BOQ Bid.

1. Payment will be made after satisfactory physical verification of the items as per the Buyer's specifications.
2. **Certificates**
   Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
3. **Turnover**
   Bidder Turn Over Criteria: The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March 2025, should be as indicated 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.
4. **Buyer Added Bid Specific ATC**
   Buyer Added text-based ATC clauses

5. General Terms and Condition for Bid.

1. Technical details of the quoted items with reference to Bid specifications.
2. Copy of GST.
3. ITR of last three (3) F.Y. 2022-23, 2023-24, 2024-25 and Certified Balance Sheet.
4. Finalization of bidders

The bidder should quote the total amount of the cost for all items in the list strictly for the quantity mentioned in the documents for finalization of L-1

Disclaimer:

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection/ grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

25/4/2026

Mr Sovan Bera

DD(Genl.)

25.4.26

Dr Archana Sood

(Director Professor)

25/4/26

Mr. Rumel Singh

DD(F)