

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	26-08-2026 14:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	26-08-2026 14:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Assam
विभाग का नाम/Department Name	Animal Husbandry And Veterinary Department, Assam
संगठन का नाम/Organisation Name	Directorate Of Animal Husbandry And Veterinary
कार्यालय का नाम/Office Name	Ahvd North East
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :jayantakumar.acs@assam.gov.in Buyer Email id: haripadbhagawati31@gmail.com
वस्तु श्रेणी /Item Category	Hiring of Consultants - Per Person Per Month Based - Income Tax Consultant; Finance& Accounts; Chartered Accountant firm recognized by Institute of Chartered Accountants of India (ICAI) or Tax Consultant with MCom degree having knowledge and expertis..
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)	6 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) *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 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	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	340000
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(%)	1.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).

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(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 :

Director, Animal Husbandry and Veterinary Department, Assam
Directorate of Animal Husbandry and Veterinary, Assam, Chenikuthi, Guwahati-03
(Director, Animal Husbandry And Veterinary Department, Assam)

UIN Number NCTGC2415P

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance

Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference

No

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. 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.

4. 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:Chartered Accountant firm recognized by Institute of Chartered Accountants of India (ICAI) or Tax Consultant with MCom degree having knowledge and expertise on taxation laws and rules in IT GST etc

Last 3 years average business revenue from consulting:Rs. 10 Lakhs

Number of Consultants on payroll of firms:1 (One)

Number of projects completed in India having similar scope & size of proposed project under hiring:At least 3 projects in last Three Financial Years.

Scope Of work:[1785219939.pdf](#)

Profile of Consultants:[1785219998.pdf](#)

Hiring Of Consultants - Per Person Per Month Based - Income Tax Consultant; Finance& Accounts; Chartered Accountant Firm Recognized By Institute Of Chartered Accountants Of India (ICAI) Or Tax Consultant With MCom Degree Having Knowledge And Expertis.. (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Consulting Category/ Stream	Income Tax Consultant
Consultant's Profile	Finance& Accounts
Indicative generic Qualification of consultants/ resources/ SME	Chartered Accountant firm recognized by Institute of Chartered Accountants of India (ICAI) or Tax Consultant with MCom degree having knowledge and expertise on taxation laws and rules in IT GST etc
Proof of Concept (POC) Required	NA
Total Experience of Consultants/ Resources (in Years)	1 to 3 Year
Deployment of Consultants/Resource	Onsite
Certifications	Other Certification as indicated in BID
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Required Educational Qualification of Consultants	Chartered Accountant firm recognized by Institute of Chartered Accountants of India (ICAI) or Tax Consultant with MCom degree having knowledge and expertise on taxation laws and rules in IT GST etc
Required Expertise of Consultant in the Subject Matter/Sub-Sector	1
Position of the Consultant	Income Tax Consultant

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

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	Haripad Bhagawati	781003,Chenikuthi, Guwahati	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. Service & Support

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

4. Service & Support

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

5. 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.

6. 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.

7. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

Director, Animal Husbandry and Veterinary Department, Assam, Chenikuthi, Ghty-03 Payable at Guwahati . The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

8. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Director, Animal Husbandry and Veterinary Department, Assam, Chenikuthi, Ghty-03 Payable at Guwahati A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

9. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.

10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

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

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

Additional Terms & Condition

1. **Checklist Document** to be uploaded (*Uploading documents other than the one that are sought may lead to non-evaluation in the technical evaluation process making it 'non-responsive'.*). A hard copy of the documents listed below, along with EMD is to be submitted to the **Joint Director (AHA), Directorate of A. H. and Veterinary, Chenikuthi, Guwahati-03** for the continuance of evaluation. In case of any discrepancy found in hard copy and soft copy uploaded, the soft copy will prevail over hard copy.

Sl No	Document to be uploaded	Submitted Yes/No	Page No
1	Checklist Document duly filled and signed.		
2	Bid forms duly signed		
3	Experience Criteria (Work Orders/ Contract Orders)		
4	Past Performance (Completion Certificates etc.)		
5	Bidder's Annual Turnover per year (FY 2023-24,2024-25 and 2025-26) for bidder by Registered Chartered Accountant having UDIN no. of CA		
6	IT return for last 3 years of FY 2023-24,2024-25 and 2025-26 (Only IT Return Receipts)		
7	Duly signed & sealed in every page of Bid document		
8	Bidder Address with name email and contact no		
9	Company/Firm registration certificate (partnership/ company), if any		
10	PAN Card		
11	Valid Trade license		
12	Valid GST Registration		
13	Self-Declaration to the effect that the firm/ individual is not Blacklisted		
14	Submission of Document/ declaration with proper Signature & seal from Form-A to Form-G		

2. The Bidder should have experience of 3 years (minimum) with any Central / State Government Organization / PSU's / Government Educational Institutions etc.
3. Bidder should submit average annual Turnover certificate from Certified CA having valid UDIN for last 3 financial years ending by 31.03.2026.
4. Bidder should not have been blacklisted or debarred at any point of time by any Central / State Government Organization / PSU's / Government Educational Institutions etc. Undertaking to be submitted from Bidder.
5. Work order will be issued to successful L-1 bidder, only after obtaining required approval from Competent Authority.
6. The contract will be initially for 1 year and may be extended subjected to satisfactory performance that shall be evaluated and approved by the competent authority.
7. No manpower shall be provided by this office for assistance to the L1 bidder.

8. Required payment will be made subject to availability of fund under appropriate HoA and only after approval by competent authority.
9. The tender under consideration may be cancelled at any moment in time without any reason and prior notice thereof if the buyer felt it necessary.
10. If any dispute arises, the buyer reserves the right to cancel the bid and to go for fresh tender, subject to prior approval by the competent authority.
11. Any legal disputes, if arises, to be settled in Guwahati based courts only.
12. The Bidder should also submit the **Form-A** to **Form-G** as prescribed in the Bid document with signature and seal.

*Failure to provide any of the above-mentioned documents/ information will lead to bidder being declared **non-responsive** and will not be considered for Financial Evaluation.*

Form-A
(TO BE SUBMITTED ON BIDDER'S OWN LETTER HEAD)

Covering letter for submission of offer

Ref No.:

Dated:

To,
The Director
Animal Husbandry and Veterinary Department, Assam
Chenikuthi, Guwahati-03

Subject: Appointment of Income Tax Consultant in the Directorate of Animal Husbandry and Veterinary, Assam, Chenikuthi, Guwahati-03.

Dear Sir,

Please find herewith our offer in line with requirement of Directorate of Animal Husbandry and Veterinary, Assam, Chenikuthi, Guwahati-03 Bid document. We confirm that:

1. Offer is in complete compliance with the technical as well as financial requirements of Bid Document and there is no technical or financial deviation in the offer.
2. We understand that any technical or financial deviation in the offer shall render our offer liable for rejection.
3. Our offer shall remain valid for a period of **12 (twelve) months** from the date of opening of tender.

We declare that the statement made and the information provided in our offer is true and correct in all respect. In case, it is found that the information/ documents provided by us are incorrect/ false, our application shall be rejected by the Directorate of Animal Husbandry and Veterinary, Assam, Chenikuthi, Guwahati-03 without any reference to us.

Thanking you,

Yours sincerely,

(Signature of Authorized person)

Full Name:

Designation:

Bidder's Official Seal:

Form-B
Bidder's general information

1. Bidder Name:
2. Date of Birth/ Registration/ Incorporation:
3. Address of registered office:

4. Address of Local office in Guwahati:

5. Telephone/ mobile no.:
6. Email Address:
7. Website:
8. Fax Number (if any):
9. ICAI firm registration Membership No., if any:
10. GST registration No. (valid):
11. Permanent Account Number (PAN):

Stamp and Signature of Bidder:
Name of authorized person:

Note: The self-attested copies of documents at Sl. No. 2, 9, 10 and 11 to be attached.

Form-C

Details of Eligible Person and any other qualified professional (s), if any

Sl. No.	Name & designation	Age	Qualification	Membership no. & Since (FCA/ ACA), if any	Relevant experience in Income Tax

Note:

1. Bidders are required to furnish the complete and correct information required for evaluation of their bids. If any information furnished is found to be false/ misleading/ incomplete, the same shall be considered as adequate ground for rejection of the bids.
2. Bidders are required to furnish only those credentials in the above prescribed format for which documentary evidence is available with them. Directorate of Animal Husbandry and Veterinary, Chenikuthi, Guwahati-03 reserves the right to seek additional information or ask for supporting documents from bidders for verifying/ evaluating their credentials whenever required.
3. Proper proof MUST be provided to support minimum **3-years of experience** of eligible person in income tax as per the 'Eligibility Criteria' of tender document.

Form-D

Relevant experience of the Consultant in Income Tax for the purposes of technical evaluation

1. Experience in the field of providing income tax consultancy:

Year	Name of Client/ Firm/ Govt. Organization	Address & Contact details	Scope of work

2. Experience in Govt. Organization/ Departments (Central PSU/ State PSU/ Govt. Authority/ Autonomous Body):

Sl. No.	Name of Govt. Organization	Address & Contact details	Scope of work	Serving/ Served (Years)

Notes:

- a. Bidder to submit relevant experience proof.

Form-E

E-Payment Form Bank Account particulars

1. Bidder's name
2. Address of bidder
3. Particular of bank account
 - i. Name of the bank:
 - ii. Branch code:
 - iii. Address of the bank branch:
 - iv. Type of account (SB, Current, Credit):
 - v. Account number:
 - vi. Bank's IFSC code for RTGS/NEFT:

I hereby declare that the particulars given above are correct and complete and accord our consent for receiving payment through electronic mechanism. I also undertake to intimate the changes, if any, in bank account details in future and Directorate of Animal Husbandry and Veterinary, Chenikuthi, Guwahati-03 will not be held responsible for non-payment/delay due to above change in bank details and also due to technical reasons beyond its control.

Signature of the authorized signatory (ies) & Designation

Place:

Date:

Office seal of the bidder:

Form- F
Undertaking

I/ We hereby confirm that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document (s)/ information is false, forged or fabricated.

I/ We hereby confirm that our Bid complies with the total technical-financial requirements/ terms and conditions of the Bid Document and subsequent addendum/ corrigendum (if any), issued by Directorate of Animal Husbandry and Veterinary, Chenikuthi, Guwahati-03, without any deviation/ exception/ comments/ assumptions.

I/ We also confirm that we have quoted the prices without any condition and deviation.

I/ We further confirm that terms and conditions if any, mentioned in our bid (Technical as well as Price) shall not be recognized and shall be treated as null and void.

I/ We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'.

I/ We hereby confirm that any partner / Director of the entity have not been convicted in any disciplinary proceedings / criminal case by regulatory authority (ies) / court in connection with professional work.

I/ We further confirm that, I/we have not been in negative list / blacklisted by any Public Sector Undertaking / Government Organization / Directorate of Animal Husbandry and Veterinary, Chenikuthi, Guwahati-03.

I/ We also confirm that the contents of this Tender have not been modified or altered by me / us. I/ We agree that if there is any notice in future, our Bid may be rejected / terminated.

I/ We hereby confirm that we have gone through and understood the Tender Document and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

I/ We are submitting checklist Document along with relevant documents as part of my / our Bid duly signed and stamped on each page in token of our acceptance. I/ We undertake that Tender Document shall be deemed to form part of our bid and in the event of award of work to us, the same shall be considered for constitution of Agreement. Further, I/ we shall sign and stamp each page of the Tender Document as a token of Acceptance and as a part of the Contract in the event of award of Contract to us.

I/ We further confirm that rate quoted by me/ us includes prices for all services as mentioned in the Tender Document.

Stamp and signature of bidder:

Name of bidder:

NOTE: To be stamped and signed by the authorized signatory on letter head of bidder.

Form – G
Letter of Authorization
(TO BE SUBMITTED ON BIDDER'S OWN LETTER HEAD)

To
Director
Animal Husbandry and Veterinary Department
Chenikuthi, Guwahati-03

SUBJECT: Appointment of Income Tax Consultant in Directorate of Animal Husbandry and Veterinary, Chenikuthi, Guwahati-03.

Dear Sir,

We hereby authorize following representative(s) to sign all bid documents / attend Technical / Price bid opening against your Tender Document No.:

Name & Designation: _____

Signature: _____

We confirm that we shall be bound by all commitments made by aforementioned authorized representatives.

Yours faithfully,

Signature
Name & Designation
For and on behalf of
(Bidder)
NOTES:

- a) This letter of authority should be on the letterhead of the bidder and should be signed by a person competent and having the power of attorney to bind the bidder.
- b) Not more than one person is permitted to attend technical and financial bid openings.
- c) Bidder's authorized executive is required to carry this authority letter while attending the technical bid opening and financial bid opening and submit the same to Directorate of Animal Husbandry and Veterinary, Chenikuthi, Guwahati-03. Representatives should carry their id proof.

TERMS OF REFERENCE (TOR) For "Engagement of Tax Consultant For The F.Y 2026-27"

1.Objectives

To facilitate the deducted Income tax and other tax related works of Animal Husbandry and Veterinary Department with the scheduled authority of Income Tax.

2.Scope of Work.

- a. To advise relating to Income Tax Return in Directorate of Animal Husbandry and Veterinary, Chenikuthi, Ghy-03
- b. To keep aware and compute advance tax/self-assessment tax/any other tax liability.
- c. To assist in tax related accounting e.g. Income tax, GST etc.
- d. To examine any order/communication received from Income Tax Department and advise further course of action.
- e. To follow up with department for any refund dues.
- f. To update about relevant changes/amendments/judgements in the Income Tax Act & Rules (more specifically having implications on Directorate of Animal Husbandry and Veterinary, Chenikuthi, Guwahati-03) regularly.
- g. To advise on the tax-planning like benefits/rebates/deductions/exemptions available under income tax act.
- h. To provide consultancy services in any other work related to Income Tax.
- i. The consultant will be required to visit two days (3-4 hours a day) in a week at the office of The Directorate of Animal Husbandry and Veterinary, Chenikuthi, Guwahati-03.
- j. To look after the tax related matters of CS & CSS scheme of Govt of India.

3.Tasks to be carried out and schedule of completion.

The Tax-Consultant should look after each and every tax related matter pertaining to the Directorate of A.H & Veterinary, Assam Chenikuthi, Guwahati-03 and deposit the tax deducted at source to the Government (concerned department) in time. He/ She should also file the return of taxes (IT, GST etc.) in due time.

4.Support and inputs made available to facilitate the consultancy.

The Department will support by providing all the necessary tax related documents regularly from Accounts section.

5.Timeframe for completion of the consultancy assignment.

The initial engagement is often reviewed and can be extended, but typically not beyond a year at a time.