बिड संख्या/Bid Number: GEM/2026/B/8256745
दिनांक /Dated: 09-11-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	30-11-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	01-12-2026 17:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Consumer Affairs Food And Public Distribution
विभाग का नाम/Department Name	Department Of Consumer Affairs
संगठन का नाम/Organisation Name	Bureau Of Indian Standards (bis)
कार्यालय का नाम/Office Name	Coimbatore Branch Office
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :cbto@bis.gov.in Buyer Email id: sankars@bis.gov.in
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Onsite; Chartered Accountant
अनुबंध अवधि /Contract Period	1 Year(s)
पिछले 3 वित्तीय वर्षों का बिडर का न्यूनतम औसत वार्षिक वित्तीय टर्नओवर/Minimum Average Annual Turnover of the bidder (For the last 3 Financial 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
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes | Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	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	50% Lowest Priced Technically Qualified Bidders
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)	600000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	6000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	12

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

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

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

लाभार्थी /Beneficiary :

Bureau of Indian Standards
COIMBATORE BRANCH OFFICE, Department of Consumer Affairs, Bureau of Indian Standards (BIS), Ministry of Consumer Affairs Food and Public Distribution
(Section Officer-in-charge)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.

2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. 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.

8. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:1794220289.pdf

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	Certified internal auditor (ICAI)
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	0 - 3 Years
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Sankar S	641018,3RD FLOOR, BSNL DTAX BUILDING, RACE COURSE, COIMBATORE-641018	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

2. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

3. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

ADDITIONAL TERMS & CONDITIONS FOR SUBMISSION OF BID

The following documents are to be submitted for Bid Evaluation:

1. Name of the Bidder (Firm), Office Address, Telephone No., Fax No., Mobile No., E-mail, PAN No., GST No. etc.
2. Evidence of Office Headquartered at Coimbatore city to be furnished mandatorily.
3. Certificate of Practice from Institute of Chartered Accountant of India/Institute of Cost Accountant of India under provisions of Chartered Accountant Act 1949/ Cost and Works Accountant Act 1959 respectively to provide the professional services.
4. At-least three years experience in Coimbatore District for providing accounting service Central Government Departments / Public Sector Undertakings or any branch of Bureau of Indian Standards during last 10 years.
5. The Copy of PAN Card and a copy of Income tax Return and GST Return of last financial year shall be enclosed.
6. Pre-bid visit is an essential criterion for the participating firm.
7. One person shall be deployed to office on all working days for preparation of vouchers and in assisting all accounting related queries.
8. The person deployed shall have a minimum qualification of M. com or have completed CA-Inter. He/ She shall be well conversant with Tally Software and MS Office in performing the accounting work.
9. One FCA qualified professional shall visit the branch on every month to ensure the work is being done as per norms/ statutory requirement.
10. A declaration regarding blacklisting and/or litigation shall be submitted by the bidder.
11. A confidentiality undertaking shall be mandatorily taken by the firm duly attested by notary public.
12. Service provider must have a dedicated team of required manpower of at least 02 for the project.
13. Any other work as and when required related to audit and accounts shall be executed by the firm.

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4. **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.

5. **Forms of EMD and PBG**

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

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

6. **Forms of EMD and PBG**

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

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

7. **Forms of EMD and PBG**

   Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

   Bureau of Indian Standards
   Account No.
   61213070000515
   IFSC Code
   CNRB0001204
   Bank Name
   CANARA BANK
   Branch address
   HQ ROAD
   .
   Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

8. **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.

9. **Certificates**

   Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

10. **Service & Support**

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

11. **Service & Support**

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

12. **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

Bureau of Indian Standards
payable at
Coimbatore Branch Office
. 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.

13. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

Bureau of Indian Standards
Account No.
61213070000515
IFSC Code
CNRB0001204
Bank Name
CANARA BANK
Branch address
HQ ROAD
. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

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---

SCOPE OF WORK

1. The purpose of Accounting Services is to perform all the routine accounting work of BUREAU OF INDIAN STANDARDS (BIS) in Tally Software or any other software as per the general principle of accounting and internal guideline and to take time bound appropriate action as per the Government notification or BIS HQ Guidelines from time to time.
2. All transactions shall be recorded in tally software or any other software, as suggested by Bureau, and report shall be generated as per requirement and shall maintain hard copy of Ledger book of accounts as per the requirements.
3. The CA firm shall perform all accounting functions for Bureau on an accrual basis. This includes recognizing revenue when it is earned and expenses when they are incurred.
4. The CA firm shall ensure strict compliance with the accounting standards and guidelines applicable to government entities, including but not limited to the Indian Accounting Standards (Ind AS) and any other regulations or directives issued by the relevant authorities.
5. The CA firm shall provide necessary support during financial audits, including coordination with external auditors and the preparation of audit replies and documents.
6. The CA firm shall maintain appropriate professional liability insurance and indemnify BIS against any financial losses resulting from errors or omissions in their work.
7. Preparation of Receipts, Bank Payment Vouchers, Journal Vouchers etc.
8. Preparation of Bank Reconciliation statement, Income & Expenditure & Receipts & Payment, GST Statement (monthly basis) as per requirement and other reports related to accounting as required by BIS.
9. Verification of cash book and ledger posting including the posting in party account to access the amount receivable / payable to any party.
10. Maintenance of Register for Assets, Depreciation & Written down value of Assets, etc in the prescribed format and with all annexures.
11. Preparation of Trial Balance along with schedules of all current assets and current liabilities duly reconciled and submitted on or before the stipulated time schedule by BIS HQ of every month along with all schedules.
12. Finalization of Annual Closing of Accounts as per HQ guidelines and preparation of consolidated statement.
13. Maintenance of party wise ledger in respect of all advances, claims, reimbursement, payments, recovery and expenses.
14. Preparation of TDS statement and generation of TDS certificate to the concerned parties and filing the quarterly returns within the stipulated time.
15. Assisting Bureau in giving reply to all audit queries in respect of CAG Audit, GST, Professional Tax, TDS, Internal Audit, etc.
16. E-invoicing, preparation of GST Statement and assist the branch for timely submission to our regional office at Chennai for filing of returns to be filed within the stipulated date.

17. Preparation of Professional Tax statement of the employee every month in accordance to the _____(state) notification from time to time and assist the branch for timely payment of professional tax and filing of returns if required.
18. All intending Chartered Accountant (CA) Firms interested in submitting bids to provide accounting and financial services to the Bureau of Indian Standards (BIS), if required can visit BIS's office for a pre-bid site visit. During the pre-bid site visit, the CA Firm representatives shall have the opportunity to verify and assess past compliance issues, financial records, and any other relevant documents or information related to BIS's financial history. Bureau shall provide access to the necessary financial records, audit reports, and compliance-related documents to assist the CA Firm representatives in their verification process.
19. Providing advices on the matters relating to GST, TDS and all taxes (including all previous financial years) as per Government notification from time to time.
20. Remittance of GST within the stipulated date and time every month considering of input tax credit, Reverse Charge Mechanism, etc.
21. Taking all actions in respect of GST & other taxes and enlightening the Bureau officials with the Government notifications to the Bureau from time to time.
22. The representative of the Chartered Accountant (CA) firm engaged by the Bureau of Indian Standards (BIS) shall diligently verify all vouchers, invoices, and supporting documentation related to Bureau to affirm tax deductions and Goods and Services Tax (GST) compliance.
23. General work includes: Prepare GST report, TDS report, Professional tax, Trial balance, Income-expenditure account, Annexure related to trial balance, headquarter account, Bank reconciliation statement, Handle nature of accounts.
24. Any other requirement to be completed as per GST Act, Rules, Regulations and provisions.
25. One dedicated candidate with minimum qualification of M.Com/ CA (Inter) or equivalent, who have experience of three years and having thorough knowledge of accounting in Tally, MS Office and other Softwares, and all taxes (including TDS and GST) shall be deployed on all working days to take care of all the routine work. Copy of the Qualification and experience certificates of the deployed person shall be provided by the contractor. The deployed person shall not be removed or changed without written consent of the Bureau.
26. The Fellow Chartered Accountant (FCA) shall visit the office every week to assess and to guide the routine work and to ensure that the work is being carried out as per accounting principles and Government of India (GOI) notifications from time to time in respect of all taxes.
27. The Chartered Accountant (CA) firm engaged by the Bureau of Indian Standards (BIS) shall be required to attend and actively participate in the financial audits conducted for BIS, as specified in the agreement. The firm shall actively support the auditors in addressing any queries or concerns that may arise during the audit process. This includes providing clarifications, explanations, and any additional documentation required.
28. Any other accounting related work as and when required by the Bureau.

29. The firm shall mainly carry out the following events within the stipulated dates:

S. No.	Particulars	Submission Dates	Event/Transaction
01	Bookkeeping, Accounting, Bank and Journal Vouchers. Receipts Issuing, etc.	NA	Daily Basis
02	Bank Reconciliation, Income and Expenditure Report, Trial Balance, along with Schedules.	5th day of Every Month	Monthly Basis
03	Internal and CAG Audit Replies	Within 15 days Half Yearly Basis	Half Yearly Basis
04	TDS Demand Preparation and Return Filing	Before 5th of Every Month	Monthly Basis
05	GST demand Preparation and Return Filing	As per GST Act, Rules and Regulations or provisions	Monthly Basis
06	Preparing and submitting Representation on Tax Issues	As per requirement	
07	Final Accounts/Trial Balance	Before 10th of April	Monthly/ Half/ Yearly Basis
08	Any other registers/ reports	Stipulated time frame	

30. The Accounting works and taxation, which are originated before the award of contract and also at the time of award of contract in respect of all work as mentioned above from serial number (2-20) shall be taken up by the agency.
31. Breach of Contract and Penalties
    (i) Breach of SLA is defined as performance lower than requisite performance in this agreement. The following conditions shall specify breach of contract and the buyer shall have the right to immediately terminate the contract.
    (ii) Penalties will be levied on the service provider, for the violation of the Service Level Agreement of the contract as mentioned below:

Sl. No.	Particulars	Financial Implications
1	Delay in submission of the report as per buyer requirement	1st instance 0.05% of the contract

		2nd instance-0.1% of the contract 3rd instance 0.5% of the contract **OR** 0.5% per month from due date of completion of valuation
2	Non-deployment of total manpower mentioned in the contract as per the Schedule	0.5% of overall contract value for every week of delay in the deployment of manpower
3	Delay in Submission, wrong Submission and Wrong availing of Input Tax Credit of GST or TDS during the contract period.	Penalty and Interest imposed by Income Tax Department + GST Department
4	If cumulative penalties reach 10% of the contract value **Or** If Penalty and interest imposed by the concerned departments are not paid by the CA firm **Or** If penalty or interest imposed by the TAX Departments on two occasions during each financial year.	Termination of contract

32. The bidder must have Registered Office headquartered in Coimbatore city and the Chartered Accountant/ Senior Accountant must arrange to visit the BIS Office monthly in person.
33. BIS reserves the right to terminate the contract with the CA firm in accordance with the terms and conditions of the agreement in case of non-compliance, breach of contract, or any other valid reasons.
34. The other Special Terms and Conditions (STC) for Financial Advisory Service as specified in GeM portal shall be applicable.

ADDITIONAL TERMS & CONDITIONS FOR SUBMISSION OF BID

The following documents are to be submitted for Bid Evaluation:

1. Name of the Bidder (Firm), Office Address, Telephone No., Fax No., Mobile No., E-mail, PAN No., GST No. etc.
2. Evidence of Office Headquartered at Coimbatore city to be furnished mandatorily.
3. Certificate of Practice from Institute of Chartered Accountant of India/Institute of Cost Accountant of India under provisions of Chartered Accountant Act 1949/ Cost and Works Accountant Act 1959 respectively to provide the professional services.
4. At-least three years experience in Coimbatore District for providing accounting service Central Government Departments / Public Sector Undertakings or any branch of Bureau of Indian Standards during last 10 years.
5. The Copy of PAN Card and a copy of Income tax Return and GST Return of last financial year shall be enclosed.
6. Pre-bid visit is an essential criterion for the participating firm.
7. One person shall be deployed to office on all working days for preparation of vouchers and in assisting all accounting related queries.
8. The person deployed shall have a minimum qualification of M. com or have completed CA-Inter. He/ She shall be well conversant with Tally Software and MS Office in performing the accounting work.
9. One FCA qualified professional shall visit the branch on every month to ensure the work is being done as per norms/ statutory requirement.
10. A declaration regarding blacklisting and/or litigation shall be submitted by the bidder.
11. A confidentiality undertaking shall be mandatorily taken by the firm duly attested by notary public.
12. Service provider must have a dedicated team of required manpower of at least 02 for the project.
13. Any other work as and when required related to audit and accounts shall be executed by the firm.