

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	16-08-2023 14:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	16-08-2023 14:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Agriculture And Farmers Welfare
Department Name/विभाग का नाम	Department Of Agricultural Research And Education (dare)
Organisation Name/संगठन का नाम	Indian Council Of Agricultural Research (icar)
Office Name/कार्यालय का नाम	Directorate Of Floricultural Research, Pune
Item Category/मद केटेगरी	Custom Bid for Services - Chartered Accountant services
Contract Period/अनुबंध अवधि	1 Year(s) 1 Day(s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,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
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	2000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%)/ईपीबीजी प्रतिशत (%)	10.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	18

(a). 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./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संवंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। 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।

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

Beneficiary/लाभार्थी :

Director

Directorate Of Floricultural Research, Pune, Department of Agricultural Research and Education (DARE), Indian Council of Agricultural Research (ICAR), Ministry of Agriculture and Farmers Welfare (Icar-dfr)

Splitting/विभाजन

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

MII Compliance/एमआईआई अनुपालन

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

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. 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 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 service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

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. 2. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Introduction about the project /services being proposed for procurement using custom bid functionality:<1690358817.pdf>

Instruction To Bidder:<1690358822.pdf>

Pre Qualification Criteria (PQC) etc if any required:<1690358827.pdf>

Scope of Work:<1690358832.pdf>

Service Level Agreement (SLA):<1690358895.pdf>

Payment Terms:<1690358898.pdf>

GEM Availability Report (GAR):<1690359048.pdf>

Custom Bid For Services - Chartered Accountant Services (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Chartered Accountant services
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्ट दस्तावेज़

Consignees/Reporting Officer/प्रेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ प्रेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Rupesh Pathak	411036,ICAR-Directorate of Floricultural Research, Agriculture college campus, Near Z Corner, Keshav nagar, Mundhwa, Pune, Maharashtra-411036	1	N/A

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: 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, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby 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 specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without

specifying equivalent Indian Certification / standards.

10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

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 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.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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 General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के विडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी विडर इस नियिदा में विड देने के लिए तभी पात्र होगा जब वह विड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।विड में भाग लेते समय विडर 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।

---Thank You/धन्यवाद---



भारतीय विज्ञान अनुसंधान निदेशालय
निकट ज़ेड कोर्नर, मुंडवा मांजरी रोड, मुंधवा, पुणे - ४११०३६
I.C.A.R. - Directorate of Floricultural Research
Near Zed Corner, Mundhwa Manjri Road, Mundhwa, Pune - 411036
Ph 020-29997185, 82 Email: ao.dfr@icar.gov.in, aao.dfr@icar.gov.in



TENDER DOCUMENT

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING TENDER FOR HIRING OF SERVICES OF CHARTED ACCOUNTANT AT ICAR-DFR, PUNE

Contact Details

ASST. ADMINISTRATIVE OFFICER
ICAR – Directorate Floricultural Research,
Near Zed Corner, Mundhwa Manjri Road,
Mundhwa, Pune – 411036
Tel...020-29997182, Fax: 020-29710088
Website....www.dfr.icar.gov.in



भारत कृषि अनुसंधान पुस्तकालय

निकट ज़ेड कोर्नर, मुंडवा मांजरी रोड, मुंडवा, पुणे - ४११०३६

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Ph 020-29997185, 82 Email: ao.dfr@icar.gov.in, ao.dfr@icar.gov.in



F. No. [EF/29-40/2023-24-DFR](#)

Date: 07.07.2023

Gem Tender Notice

NOT TRANSFERABLE

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING TENDER FOR HIRING OF SERVICES OF CHARTED ACCOUNTANT AT ICAR-DFR, PUNE

Online bids are hereby invited on behalf of the Secretary, Indian Council of Agricultural Research for Tender for Hiring of services of Charted Accountant at ICAR-DFR, Pune. The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the tender forms and its schedules. The entire tender document including all Annexures, except the Financial Bid in Annexure III, will be part of the Technical Bid which also must contain the scanned copy of EMD and cost of the tender document and all other requisite documents called for in the tender. Both bids (technical and financial) are to be uploaded on GeM Portal. Hard copy of the original EMD must be submitted. Please submit your technical and financial bids online on GeM Portal. Please send EMD by speed post/registered post to ICAR – Directorate Floricultural Research, Near Zed Corner, Mundhwa Manjri Road, Mundhwa, Pune – 411036 before tender closing date.

The open tender enquiry document contains the following:-

CRITICAL DATASHEET(SECTION)

TENDER NUMBER	EF/29-40/2023-24-DFR
DESCRIPTION OF WORK	TENDER FOR HIRING OF SERVICES OF CHARTED ACCOUNTANT AT ICAR-DFR, PUNE
TYPE OF TENDER	Two Bid System (Technical & Financial)
BID SUBMISSION START DATE AND TIME	As per GeM Portal
BID SUBMISSION END DATE AND TIME	As per GeM Portal
DATE AND TIME OF OPENING OF TENDERS <small>TECHNICAL BID</small>	As per GeM Portal
DATE AND TIME OF OPENING OF TENDERS <small>FINANCIAL BID</small>	To be notified later only to those firms who qualify in the technical bid process.
OPENING OF BIDS	ICAR – Directorate Floricultural Research, Near Zed Corner, Mundhwa Manjri Road, Mundhwa, Pune – 411036
BID VALIDITY	90 days from the date of Technical Bid opening
EMD	Rs. 2,000/- (Rupees Two Thousand Only) in the form of crossed demand draft drawn in favour of "Director, DFR, payable at Pune

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EMD VALIDITY	90days from the date of publication of the tender
SECURITY DEPOSIT (SD)/PERFORMANCE BOND (PB)	Rs 10,000.00 (Rs Ten Thousand Only) as security Deposit for the duration of the tender. FDR in favour of <u>Director, DFR, Pune</u>
VALIDITY OF SD/PB	60days after the expiry of the contract
SUBMISSION OF BIDS	Online bids (Technical & Financial) should be uploaded on GeM Portal. Hard Copy of the EMD, to be submitted to ICAR – Directorate Floricultural Research, Near Zed Corner, Mundhwa Manjri Road, Mundhwa, Pune – 411036 before the closing date and time as published on GeM Portal failing which the bids will be

Sd/-

ASST. ADMINISTRATIVE OFFICER
 ICAR – DIRECTORATE FLORICULTURAL RESEARCH
 COLLEGE OF AGRICULTURE CAMPUS,
 SHIVAJI NAGAR, PUNE – 411 005
 MAHARASHTRA
Tel...020-29997182, Fax: 020-29710088
 Website....www.dfr.icar.gov.in



भारतीय अनुसंधान पुस्तक विज्ञान अनुसंधान निदेशालय

निकट ज़ेड कोर्नर, मुंडवा मांजरी रोड, मुंडवा, पुणे - ४११०३६

I.C.A.R. - Directorate of Floricultural Research

Near Zed Corner, Mundhwa Manjri Road, Mundhwa, Pune - 411036

Ph 020-29997185, 82 Email: ao.dfr@icar.gov.in, ao.dfr@icar.gov.in



F. No. [EF/29-40/2023-24-DFR](#)

Date: 07.07.2023

Tender for Hiring of services of Chartered Accountant at ICAR-DFR, Pune

The following documents are to be enclosed along with the tender failing which the tender shall be rejected outrightly:

1. The Chartered Accountant / firm should be registered with the institute of Chartered Accountants of India (ICAI) (Provide Copy)
2. A copy of PAN Card
3. A Photostat (i. e Xerox) copy of blank cheque for making payment by RTGS method.
4. Self-attested declaration on company's letterhead that the firm has not been blacklisted.
5. Copy of GST Registration
6. Rs. 2,000/- (Rupees Two Thousand Only) in the form of crossed demand draft drawn in favor of "Director, ICAR-DFR, payable at Pune" as EMD.
7. Documents indicating Experience with Govt./semi govt. / Autonomous Govt Body of work of similar nature.
8. Documents indicating that the firm have a registered office in Pune. The firm must have a registered office in Pune.

INSTRUCTIONS TO BIDDERS, TERMS & CONDITIONS OF CONTRACT FOR TENDER FOR HIRING OF SERVICES OF CHARTED ACCOUNTANT AT ICAR-DFR, PUNE

1. The EMD should be deposited in the office before the closing of bid submission on Gem portal. The EMD should be sent by speed post to The Director, ICAR – Directorate Floricultural Research, Near Zed Corner, Mundhwa Manjri Road, Mundhwa, Pune – 411036, Maharashtra mentioning the tender name on top of the envelope.
2. The bids for EMD is not received or received after the due date and time shall not be entertained and bids will be rejected.
3. EMD is exempted under NSIC/MSME as per Rules.
4. The firm must have a registered office in Pune.
5. The quoted rates must be valid for 60 days from the date of opening of the financial bid.
6. The bid must be valid for 90 days from the date of opening of the tender.
7. Contractor/ agency should be experienced with Govt./semi govt. / Autonomous Govt Body of work of similar nature.
8. Earnest Money Deposit (EMD) amounting to **Rs. 2,000/- (Rupees Two Thousand Only)** in the form of crossed demand draft drawn in favor of "**Director, DFR, payable at Pune**" has to be submitted with technical bid. The firm has to deposit Rs 10,000.00 (Rs Ten Thousand Only) as security Deposit for the duration of the tender. FDR in favor of **Director, DFR, Pune**
9. The EMD of successful bidder may be converted into a part of security deposit. The EMD of unsuccessful bidders will be returned within 45 days from the date of award of work to successful bidder.

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10. Income tax will be deducted at source from the bill as per rules.
11. The EMD submitted by the bidder is liable to be forfeited by the Institute, if the selected firm/bidder fails to commence the work within seven days from the date of receipt of order.
12. The Director DFR reserves the right to reject any or all quotations in whole or in part without assigning any reason thereof. The decision of Director, DFR shall be final and binding on the Contractor/Agency in respect of clause covered under the contract. Work will be awarded for a period of 1 year. Director, DFR reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the institute for a period upto 3 years on same terms and conditions, for any justifiable reasons, not mandatory to be communicated to the tenderer.
13. The agency has to abide by all rules and regulations pertaining to all the acts and amendments in the Income Tax, GST etc and keep themselves up to date with all the rules and regulations.
14. The agency will be fully responsible for timely filling of the returns and any expenditure arising due to late filling by the firm, ICAR-DFR, Pune shall not be responsible in such lapses.
15. Taxes, if any, should be clearly mentioned in the quotation, failing which it will be presumed that the quoted rates are inclusive of all taxes. No additional tax will be allowed if the same is not mentioned in the quotation document.
16. The tenders/bidders in their own interest are instructed to visit the site for understanding the site conditions, nature of work, etc.
17. The Director, ICAR-DFR, Pune reserves the right to accept or reject any or all tender / all tenders without specifying any reason whatsoever. No correspondence shall be entertained in this regard. The decision of the Director, ICAR-DFR shall be final and binding on all concerned in such matters.
18. Director, DFR reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the institute for a period upto 3 years on the same rates, same terms and conditions, etc for any justifiable reasons, not mandatory to be communicated to the tenderer.
19. This notice is also displayed of ICAR-DFR, Pune website: dfr.icar.gov.in
20. The contract can be terminated even earlier by giving one month prior notice by either party in writing on account of any of the following reasons:
 - a) On account of unsatisfactory performance
 - b) breach of contract clauses(s)
 - c) Persistently neglecting to carry out his obligations under the contract
21. The tendering agency shall be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the INSTITUTE to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
22. In case of breach of any terms and conditions attached to this contract, the security deposit of the contracting agency will be liable to be forfeited by the INSTITUTE besides annulment of the contract.
23. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement which shall be executed between the DFR and successful bidder/ contracting agency.
24. Any dispute arising out of and in relation to this agreement shall be referred to the Director, ICAR-DFR. His decision will be binding on the contractor.
25. The contract is subject to the condition that the tender will comply with all the Laws and Acts of Central Govt./ State Govt. relating to this contract made applicable from time to time.
26. Risk Clause: DFR reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause notice to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from S.D. or pending bills or by rising a separate claim.
27. The contractor shall keep himself fully informed of all acts and laws of the Central and State Government, all orders, decrees of statutory bodies, tribunals having jurisdiction or authority, which in any manner may affect their engaged or employed staff and anything related to carry out the work. All the rules & regulations & bye-

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laws laid down by the local bodies and any other statutory bodies shall be adhered to, by the contractor, during the execution of work.

28. The service provider's personnel shall not divulge or disclose to any person any details of office, operation process, technical know-how, security arrangements, administrative and organizational matters as all of these are confidential in nature.

29. No request for alteration in the rates once quoted will be permitted.

30. **Penalty Clause :-**

Any penalty / interest etc. arising due to the default , negligence in filling returns , improper calculations of Employee taxes leading to defaults, non timely filling of returns leading to default, any other reason arising from negligence from the firm side an amount of 1% of the total challan amount on which default has occurred will be recovered as penalty from the bills / security deposit of the firm.

31. The scope of work to be carried out at ICAR-DFR, Pune is mentioned in (Annexure – I)

32. The prices (Annexure III) has to be submitted as per the mentioned scope of work in (Annexure – I)

Yours sincerely,

Assistant Administrative Officer

A.	TDS COMPLIANCE FILLING OF QUARTERLY RETURN 24Q:
1	<p>TDS RETURNS 24Q :-</p> <ul style="list-style-type: none"> • Filing TDS Returns from the Data and challan shared. • Checking Defaults quarterly immediately after the returns filling if any. • Applying for Justifications report in case of any default. • Reporting of the reasons of default to be concerned officials in a proper summary format. • Ascertaining & communicating the required course of action in order to clear the default. • Taking corrective actions required by making online correction or offline corrections by filing revised returns and making all the necessary corrections. • Resolution of the default within 7 days from the receipt of required information from the Institute. • Any other related work in addition to the above mentioned
2	<p>SUPPORT SERVICES FOR FORM 16:</p> <ul style="list-style-type: none"> • Applying of Form 16. • Merging of Part A and Part B and affixing Digital sign. • All corrections to be done before final distribution of form 16 if any.
3	<p>INCOME TAX COMPUTATION OF EMPLOYEES</p> <ul style="list-style-type: none"> • Salary & any other Income Computation • Computation Of Qualifying Amount Of Deduction Under various sections of the IT CT and the revision in tax deductions as advertised by the Income Tax Department from time to time like 80 C , 80D, 80G etc.. • Computation by both old tax and new tax rules
B	TDS COMPLIANCE FILLING OF QUARTERLY RETURN 26Q:
1	<p>TDS RETURNS 26Q</p> <ul style="list-style-type: none"> • Filing TDS Returns from the Data and challans shared. • Checking Defaults quarterly immediately after the returns filed. • Applying for Justifications report in case of any default. • Reporting of the reasons of default to be concerned officials in a summary format. • Ascertaining & communicating the required course of action in order to clear the default. • Taking corrective actions required for instance online correction or offline corrections by filing revised returns. Online Corrections such as Resolution for Overbooked Challan, Add Challan to Statement, Add or Delete Salary Detail, Online Correction Challan Correction, Online Correction Pan Correction, Online Correction Personal information, Online Correction Pay LP LD Late Filing, Tag Replace Challan, Add Modify Deductee Detail, Movement of deductee row & Edit Deductee Row in Case of Unmatched challan. • On receiving the information required for corrections getting them done within 8 days. • Any other related work in addition to the above mentioned
2	<p>Issue of FORM 16:</p> <ul style="list-style-type: none"> • Applying of Form 16A. • Affixing Digital sign on forms. • Making corrections if any • Any other related work in addition to the above mentioned
3	<p>COMPLIANCE OF SECTION 206AB & 206CCA</p> <ul style="list-style-type: none"> • Checking the status of all deductees before deduction. • Ensuring deductions at a rate as per Section 206AB which provides a tax deduction at source (TDS) at rates higher than those prescribed in the Act while making payments or collections to those who have not filed their income tax return.
C	<p>PROFESSION TAX Related</p> <ul style="list-style-type: none"> • Filing of Profession Tax Returns. • Assistance in solving Profession Tax Payment errors if any.
D	GST COMPLIANCE

1	GST Taxpayer's Return <ul style="list-style-type: none"> • Filing of GST Returns <ul style="list-style-type: none"> - GSTR 3B - GSTR 1 - Any other Return applicable. • Reconciliation of GSTR 2B with Books. • Working of GST Reversals required under rule 42 & 43. • Working of Blocked credits under section 17. • Working of GST to be paid on reverse charge basis. • Reconciliation of E-Invoice with GSTR 1. • Solving of any mismatch questions of Customers.
2	GST TDS Deductor's Return <ul style="list-style-type: none"> • Preparation of GST TDS Challans (Transaction wise) • Filing of GST TDS Returns • Solving of any mismatch questions of Vendors.
3	Filing of Annual Returns (GSTR 9) & Reconciliation Statement (GSTR 9C)
E	REPLY TO GST, TDS & PT NOTICES Dealing with matters with the tax department and other tax related Government bodies, helping in reply of notices and other correspondences pertaining to tax related activities.
F	ANY OTHER RETURN COMPLIANCE 1. Any other tax/return/compliance etc. related work of ICAR-DFR, Pune.
G	Audit of various schemes-based projects at ICAR-DFR, PUNE

Self attested copies of all the relevant documents needs to be submitted along the bid failing which the bid will be cancelled

Assistant Administrative Officer

1684257/2023/Establishment-DFR

Tender for Hiring of services of Chartered Accountant at ICAR-DFR, Pune

(To Be attached in the Technical bid)

Full Name & Address of the Tenderer in addition to Post Box No. if any, should be quoted in all communications to this office :
 Telephone No. :
 Telegraphic Address/FAX/ Cellular No. :
 E-Mail address :

From _____

To,

ICAR – Directorate of Floricultural Research,
 College of Agriculture campus,
 Shivajinagar, Pune – 411 005

1. I/we have read all the particulars regarding the General information and other terms and conditions of the contract for Providing farm operation/works/jobs/Manpower services at Shivajinagar and Hadapsar farm of ICAR – Directorate of Floricultural Research, Pune and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Annexure –II to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/we have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this tender _____. The Schedules – I & Schedules – II to accompany this Tender are at pages _____.

4. DD No. _____ of Rs. _____ drawn in favour of **the Director, DFR, Pune** and payable at **Pune** is enclosed as earnest money required.
5. Every page so attached with this Tender bears my signature and the office seal are submitted online through the GeM portal.
6. The Financial Bid is submitted in the format prescribed online. I have quoted rates for all the Title of work/ operation/ jobs mentioned in the financial bid as mentioned in Annexure -II of this tender document and have not left any value blank.
7. We have carefully read the terms and conditions of the tender and are agreed to abide by the same in letter and spirit. I/We agree to forfeit to the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the quotation form.

Yours faithfully

Witness _____
 Address _____
 Occupation _____

Signature of witness to
 contractor's signature
 Address:

Signature & Seal of the Tenderer
 Telephone No. Office
 Resi.
 Mobile

Name & Signature of Witness:
 Address:

SCHEDULE TO TENDER
PART - I

1. Name of the Firm/Agency
2. Full address with Post Box No. and Telephone No. if any
3. Constitution of the Firm/Agency (Attached copy)
 - Indian Companies Act, 1956
 - Indian Partnership Act, 1932 (Please give names of partners)
 - Any other Act, if not, the owners
4. For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.
 - i) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration.
 - ii) If the answer to above is in point one and two is affirmative, please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner.
5. Any act, if not, who are the owner. Please give
 Given full name and addresses)
6. Here state specifically :
 - i) whether the price tendered by you is to the best of your knowledge and belief not more than the price usually charged by you for work of same nature / class or description to any private purchaser, if not state the reasons thereof, if any also indicate the margin of difference.
 - ii) In respect of indigenous items for which there is a controlled price fixed by law, the price quoted shall not be higher than the controlled price and if the price quoted exceeds the controlled price, the reasons thereof should be stated.
1. State whether business dealings with you have been banned by Deptt. Of supply / GOI / ICAR
2. Please confirm that you have read all the instructions carefully and have complied with accordingly.
9. Name and Full Address of your Banker :
10. Your Permanent Income Tax No./Circle/Ward
11. Any other relevant information

PART - II

12. Earnest Money Deposited: Yes/No

PART - III

13. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders
14. Name of the Permanent Representative to be visiting DFR, Pune regarding the contract

Date: _____
 Place: _____

AUTHORIZED SIGNATORY

(Please add supplementary pages to be numbered wherever needed by the Tenderer)

TECHNICAL Details
(To Be Submitted Online on GeM Portal)

Tender for Hiring of services of Chartered Accountant at ICAR-DFR, Pune

1. Name of the Firm : _____
Name of person whom to be contacted: _____
2. Full Address : Permanent _____
Present : _____
3. E-mail : _____
4. Mobile No. _____ Land Line No. Code ____ No.____

Sr. No	Documents(Strictly as per details below)	To be filled by Bidder	Page Number
1	The Chartered Accountant firm should be registered with the institute of Chartered Accountants of India (ICAI) (Provide Copy)		
2	A copy of PAN Card		
3	A Photostat (i. e Xerox) copy of blank cheque for making payment by RTGS method.		
4	Self attested declaration on company's letterhead that the firm has not been blacklisted.		
5	Copy of GST Registration		
6	Rs. 2,000/- (Rupees Two Thousand Only) in the form of crossed demand draft drawn in favour of " Director, ICAR-DFR, payable at SBI, Pune ". as EMD.		
7	Documents indicating Experience with Govt./semi govt. / Autonomous Govt Body of work of similar nature.		
8	Documents indicating that the firm have a registered office in Pune. The firm must have a registered office in Pune.		

I/We agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form. I/We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit. I/ we hereby undertake that we shall make good the loss / damage to DFR property, if caused due to negligence on our part. I/we also agree that the decision of the Director, DFR in this regard as well as the matter of dispute arising due to the provision of this contract shall be final and binding on me / us. I/we undertake not to make any representation against the decision of the Director, DFR.

Note: Photocopies of all necessary documents duly self-attested must be attached for verification of the information provided.

Place:
Date:

Signature: _____
Name of the Signatory: _____
Name & Address of the Firm with Seal : _____

Telephone No./Mobile No. : _____

FINANCIAL BID

To
 (DFR Address)
 Sir,

I/We wish to submit our quotation on the following rates.

Sr.No	Description of Item	Quantity	Rates in Rupees
1.	Filling of Return 24 Q (Quarterly)		
2.	Filling of Return 26 Q (Quarterly)		
3.	Filling of GST Return (Monthly, Quarterly, Annually)		
4.	Filling of Professional Tax Return (Monthly)		
5.	Calculation of Income Tax of Employees (Per Employee)		
6.	Filling of Income Tax Return of Employees (Per Employee)		
7.	Any other Charges (If any, kindly Specify)		
8.	Taxes		
9.	Grand Total		

Validity of the bid (Minimum 60 days)

Signature _____

Name of the Signatory: _____

Name & Address of the Firm : _____

Telephone No. _____

Mobile No. _____