

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	08-02-2024 16:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	08-02-2024 16:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	180 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Ministry Of Information And Broadcasting
<b>Department Name/विभाग का नाम</b>	Ministry Of Information And Broadcasting
<b>Organisation Name/संगठन का नाम</b>	Prasar Bharati Broadcasting Corporation Of India
<b>Office Name/कार्यालय का नाम</b>	Doordarshan
<b>Item Category/मद केटेगरी</b>	Manpower Hiring for Financial Services - Offsite; Chartered Accountant
<b>Contract Period/अनुबंध अवधि</b>	1 Year(s) 1 Day(s)
<b>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</b>	3 Year (s)
<b>Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है</b>	Yes
<b>MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्ष से एमएसई छूट</b>	No
<b>Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्ष से स्टार्टअप छूट</b>	No
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	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
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Single Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days

Bid Details/बिड विवरण	
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	75000
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes

#### EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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#### ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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#### 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. 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 / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

2. 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.

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.

#### **Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**The Bidder must have successfully executed at least XX projects of any value in past 3 years of providing similar services to Central/State Government, PSUs or any other government**

**organizations:**Service Provider must be from Hyderabad and Secunderabad only

Description of Works:

1. Filling of all applicable GST Returns, monthly as well as annual.
2. Calculation of GST liability.
3. LOC Demand
4. Filling of GST, TDS monthly Returns.
5. Annual Audit of GST Accounts.
6. Monthly MIS Statements and any other works related to GST from time to time.

**The Bidder must have successfully executed at least YY projects of any value in past 3 years of providing similar services for at least ZZ different clients(Central/State Government, PSUs or any other government):**Service Provider must be from Hyderabad and Secunderabad only

Description of Works:

1. Filling of all applicable GST Returns, monthly as well as annual.
2. Calculation of GST liability.
3. LOC Demand
4. Filling of GST, TDS monthly Returns.
5. Annual Audit of GST Accounts.
6. Monthly MIS Statements and any other works related to GST from time to time.

**Service provider must have a dedicated team of required manpower of XX for the project**Service

Provider must be from Hyderabad and Secunderabad only

Description of Works:

1. Filling of all applicable GST Returns, monthly as well as annual.
2. Calculation of GST liability.
3. LOC Demand
4. Filling of GST, TDS monthly Returns.
5. Annual Audit of GST Accounts.
6. Monthly MIS Statements and any other works related to GST from time to time.

**Scope of Work:**<1704104778.pdf>

#### **Manpower Hiring For Financial Services - Offsite; Chartered Accountant ( 1 )**

#### **Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Deployment Location	Offsite

Specification	Values
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Certified Insurance Anti-Fraud Professional (CIAFP) , Enterprise Risk Management (by ICAI) , International Taxation , Master's in business finance (by ICAI) , Certified internal auditor (ICAI) , Valuation (by ICAI) , Forex and Treasury Management (by ICAI) , Derivatives (by ICAI) , Forensic Accounting & Fraud , Indian Accounting Standards (Ind AS)
Qualification of Professional/Resources required	Graduate / Post-Graduate in finance , CA , ICWA
Total Experience of Professionals / Resources (In years)	3 - 5 Years
<b>Addon(s)/एडऑन</b>	

#### Additional Specification Documents/अतिरिक्त विशिष्ट दस्तावेज़

#### Consignees/Reporting Officer/प्रेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ प्रेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of manpower deployed	Additional Requirement/अतिरिक्त आवश्यकता
1	Vellanki Rama Subba Rao	500013,TV Studio, Ramanthapur, Doordarshan Kendra, Hyderabad	1	<ul style="list-style-type: none"> <li>Number of Months : 12</li> </ul>

#### 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. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

## **Service Provider must be from Hyderabad and Secunderabad only**

### **Description of Works:**

1. Filling of all applicable GST Returns, monthly as well as annual.
2. Calculation of GST liability.
3. LOC Demand
4. Filling of GST, TDS monthly Returns.
5. Annual Audit of GST Accounts.
6. Monthly MIS Statements and any other works related to GST from time to time.

### **Terms and Conditions are as follows:**

1. CA or his representative should attend the office on call whenever necessary to collect the data and data should not be passed on/leak to any unauthorized persons/firms etc.,
2. The data provided by this Kendra is to be properly processed and see that no discrepancy arises while filing GST Returns from time to time.
3. Necessary records/updated etc., related with regard to filing of GST are to be provided from time to time or on monthly basis.
4. Any other matter related to GST filing for the entire financial year.
5. The contract shall be for a period of one year from which the contract is signed/accepted, which will be extended by this office, if found fit/satisfactory.
6. The contract can be terminated, if work is found unsatisfactory without assigning any reason at any time and without any notice at the discretion of this office.
7. Payment will be made on quarterly basis on providing satisfactory services duly certified by the competent authority. No advance payment will be made.
8. The Bills have to be submitted in duplicated duly pre-receipted along with service reports (month-wise) which will be maintained by the CA. The service reports are to be duly signed by this office.
9. All complaints / problems reported should be rectified to the satisfaction by the CA or by their representative in time.
10. The Agency should attend GST department in response to any notices issued by them and also attend GST Audit (Assessments) with the GST Department (State/Central GST Departments).
11. The CA firms for filing GST related works of this Kendra should be limited to the twin cities of Hyderabad and Secunderabad. Other than twin cities are not eligible to file this Tender.

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### **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./जोम 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 नियिदा 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।

**---Thank You/धन्यवाद---**