

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	17-09-2024 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	17-09-2024 16:30:00
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)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/	Yes
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
Estimated Bid Value/अनुमानित बिड मूल्य	500000

Bid Details/बिड विवरण

Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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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. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. 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.
4. Purchase preference will be given to MSEs having valid Udyam Registration 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. 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. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide

eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. 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 % (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [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.

5. 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.

6. 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

Introduction about the project /services being proposed for procurement using custom bid functionality:[1724751072.pdf](#)

Scope of Work:[1724751125.pdf](#)

GEM Availability Report (GAR):[1724751462.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1724751630.pdf](#)

Payment Terms:[1724751664.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 विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

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. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

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. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
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.
15. 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.

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 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।

---Thank You/धन्यवाद---

I/119309/2023



भाकृअनुप- पुष्पविज्ञान अनुसंधान निदेशालय
ICAR-Directorate of Floricultural Research
जेड कॉर्नर के पास, मांजरी रोड, मुंडवा, पुणे-411036
Near Z Corner, Manjari Road, Mundhwa, Pune-411036
director.dfr@icar.gov.in, ao.dfr@icar.gov.in, 020-29997182



Office Order

Subject: Competent Authority Approval for hiring of Chartered Accountant Services at ICAR-DFR through Custom Bidding on GeM Portal.

I am directed to convey the approval of the competent authority for hiring of Chartered Accountant Services at ICAR-DFR through Custom Bidding on GeM Portal and proceed for the next steps of procurement at the earliest as procurement for all goods/services through GeM has become mandatory as per GFR 2017.

द्वारा डिजिटल हस्ताक्षरित
रूपेश कुमार पाठक
सहायक प्रशासनिक अधिकारी
26/07/2023

वितरण:-

1. For upload in GeM Portal,
2. F&AO, DFR, Pune.
3. DDO
4. Dealing Assistant (Stores), DFR, Pune



भा. कृ. अनु. प.-पुष्प विज्ञान अनुसंधान निदेशालय
निकट ज़ेड कॉनर, मुंधवा मांजरी रोड, मुंधवा, पुणे - 411036
I.C.A.R. - Directorate of Floricultural Research
Zed Corner, Mundhwa Manjri Road, Mundhwa, Pune - 411036
Ph 020-29997182 Email: ao.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

ADMINISTRATIVE OFFICER
ICAR – Directorate Floricultural Research,
Near Zed Corner, Mundhwa Manjri Road,
Mundhwa, Pune – 411036
Tel...020-29997182
Website....<https://dfr.icar.gov.in>



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

Date: 23.08.2024

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 Chartered 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.

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 CHARTERED 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	As per GeM Portal
DATE AND TIME OF OPENING OF TENDERS	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	EMD of Rs. 5000/- in the form of DD may be sent by speed post/registered post to ICAR – Directorate Floricultural Research, Near Zed Corner, Mundhwa Manjri Road, Mundhwa, Pune –411036

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 out rightly:

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. Documents indicating Experience with Govt./semi govt. / Autonomous Govt Body of work of similar nature.
7. **Documents indicating that the firm has a registered office in Pune. The firm should have a registered office in Pune to qualify technically in the bid.**

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. EMD is exempted under NSIC/MSME as per Rules.
3. **Documents indicating that the firm has a registered office in Pune. The firm must have a registered office in Pune to qualify technically in the bid.**
4. The quoted rates must be valid for 90 days from the date of opening of the financial bid.
5. The bid must be valid for 90 days from the date of opening of the tender.
6. 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. 5,000/- (Rupees Five 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 in the form of FDR in favor of **Director, ICAR-DFR, Pune**
9. Income tax will be deducted at source from the bill as per rules.
10. 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.
11. 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.
12. 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.

13. 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.
14. 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.
15. The tenders/bidders in their own interest are instructed to visit the site for understanding the site conditions, nature of work, etc.
16. 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 clause(s)
 - c) Persistently neglecting to carry out obligations under the contract
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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-laws laid down by the local bodies and any other statutory bodies shall be adhered to, by the contractor, during the execution of work.
24. 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.
25. No request for alteration in the rates once quoted will be permitted.
26. 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.
27. The scope of work to be carried out at ICAR-DFR, Pune is mentioned in (Annexure – I)
28. The prices (Annexure III) has to be submitted as per the mentioned scope of work in (Annexure – I)

Yours sincerely,

Sd/-
Administrative Officer

A.	TDS COMPLIANCE FILLING OF QUARTERLY RETURN 24Q:
1	TDS RETURNS 24Q : - <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	SUPPORT SERVICES FOR FORM 16: <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	INCOME TAX COMPUTATION OF EMPLOYEES <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	TDS RETURNS 26Q <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	Issue of FORM 16: <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	COMPLIANCE OF SECTION 206AB & 206CCA <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	PROFESSION TAX Related <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 <ol style="list-style-type: none"> 1. Any other tax/return/compliance etc. related work of 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

Sd/-
Administrative Officer

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 services at 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 agree 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 there of 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		
7	Documents indicating Experience with Govt./semi govt. / Autonomous Govt Body of work of similar nature.		
8	Documents indicating that the firm has a registered office in Pune. The firm must have a registered office in Pune to qualify for financial evaluation.		

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:

Signature: _____

Date:

Name of the Signatory: _____

Name & Address of the Firm with Seal : _____

Telephone No./Mobile No. : _____

FINANCIAL BID

To
The Director

Sir,

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

Sr.No	Description of Item	Quantity (A)	Rate per quantity (B)	Total Rates (A X B)
1.	Filing of Return 24 Q (Quarterly)	4		
2.	Filing of Return 26 Q (Quarterly)	4		
3.	Filing of GST Return (Monthly, Quarterly, Annually) TDS on GST return	38		
4.	Filing of Professional Tax Return (Monthly)	12		
5.	Calculation of Income Tax of Employees (Per Employee)	55		
6.	Filing of Income Tax Return of Employees (Per Employee)	55		
8.	Taxes			
Grand Total (The total amount has to be quoted on GeM financial bid)				

Validity of the bid (Minimum 60 days)

Signature _____

Name of the Signatory: _____

Name & Address of the Firm : _____

Telephone No. _____

Mobile No. _____