



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/6188854
Dated/दिनांक : 08-05-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	23-05-2025 11:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	23-05-2025 11:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Commerce And Industry
Department Name/विभाग का नाम	Department Of Commerce
Organisation Name/संगठन का नाम	Special Economic Zones
Office Name/कार्यालय का नाम	Noida Special Economic Zone Authority
क्रैता ईमेल/Buyer Email	parihar.arun@gov.in
Item Category/मद केटेगरी	Manpower Hiring for Financial Services - Onsite; Chartered Accountant , Manpower Hiring for Financial Services - Onsite; Accountant
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	50 Lakh (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 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,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

Bid Details/बिड विवरण

Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
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	3640000
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

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	50000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	2.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	15

(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 संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज 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।

(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 :

Chairman CEO NSEZ Authority
Noida Special Economic Zone Authority, Department of Commerce, Special Economic Zones, Ministry of
Commerce and Industry
(Ceo, Nsez Authority)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

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:As per ATC

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):As per ATC

Service provider must have a dedicated team of required manpower of XX for the project:As per ATC

Scope of Work:[1746081185.pdf](#)

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
As per ATC	100	70	View File

Total Minimum Qualifying Marks for Technical Score: 70

QCBS Weightage(Technical:Financial):70:30

Interview Venue:2nd floor NSEZ Conference Hall

Presentation Venue:2nd floor NSEZ Conference Hall

Manpower Hiring For Financial Services - Onsite; Chartered Accountant (4)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Onsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Chartered Accountant
Qualification of Professional/Resources required	CA , ICWA
Total Experience of Professionals / Resources (In years)	5 - 7 Years
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	Number of manpower deployed	Additional Requirement/अतिरिक्त आवश्यकता
1	Rajendra Mohan Kashyap	201305,Office of the development commissioner Noida Special Economic Zone Noida	4	<ul style="list-style-type: none">Number of Months : 12

Manpower Hiring For Financial Services - Onsite; Accountant (4)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Onsite
Type of Professional/Resources required	Accountant
Certifications of Professional/Resources required	Chartered Accountant
Qualification of Professional/Resources required	Post-Graduate in relevant field
Total Experience of Professionals / Resources (In years)	5 - 7 Years
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	Number of manpower deployed	Additional Requirement/अतिरिक्त आवश्यकता
1	Rajendra Mohan Kashyap	201305,Office of the development commissioner Noida Special Economic Zone Noida	4	<ul style="list-style-type: none">Number of Months : 12

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

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Two (02) qualified accountants possessing relevant experience in accounting and compliance shall be recruited in consultation with the Noida Special Economic Zone (NSEZ). Each accountant shall be paid a fixed monthly salary of ₹37,000/- (Rupees Thirty-Seven Thousand only which shall be reimbursed to the bidder upon submission of documentary proof of payment, such as bank transfer details and salary slips. The bidder shall include the total amount covering the salary for both accountants, in the financial bid submitted on the GeM portal.

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. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. 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 catalogs 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 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.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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---

Scope of Work – Chartered Accountant Firm for NSEZ Authority

This document outlines the **Scope of Work** and related terms for the engagement of a Chartered Accountant (CA) firm to provide comprehensive financial, accounting, and compliance services for the **Noida Special Economic Zone Authority (NSEZA)**. The selected CA firm (hereafter “Service Provider”) shall render the services detailed below in a professional and timely manner, in accordance with applicable laws and regulations and the specific requirements of NSEZA.

1. Monitoring and Review of Performance Reports and SEZ Compliance

- **Performance Report Monitoring:** The Service Provider shall monitor the submission of performance reports (monthly, quarterly, and annual as required) by units operating within the Noida SEZ. This includes tracking due dates and verifying that each unit submits its **Annual Performance Report (APR)** and other required returns in a timely manner.
- **Review of Unit Performance:** The firm will thoroughly review the performance data of SEZ units as reported in their APRs and other statements. Key metrics such as exports, imports, net foreign exchange earnings (NFE), investment fulfillment, and employment generated must be analysed against the units’ obligations under their Letter of Approval (LoA) and the SEZ rules. Any shortfalls or non-compliance by units (e.g. failure to meet positive NFE over the prescribed period) should be identified and reported to NSEZA.
- **SEZ Regulatory Compliance:** Ensure that all units in the NSEZ are operating in compliance with the SEZ Act, 2005 and SEZ Rules, 2006, as well as the conditions stipulated by the Approval Committee. The Service Provider will maintain a compliance checklist for each unit (covering eligibility of goods/services, performance criteria, usage of premises, etc.) and flag any deviations or violations. Instances of non-compliance or performance issues by units should be brought to the attention of NSEZA with recommended actions (such as issuance of show-cause notices or cancellation of approvals in chronic cases, as per SEZ regulations).
- **Consolidated Zone Performance Reporting:** The firm shall assist NSEZA in preparing consolidated performance reports of the entire Noida SEZ. This includes compiling aggregate figures for total exports, imports, NFE, duty savings, investment attracted, and jobs created in the zone during the period. Such consolidated reports may be required annually or quarterly for submission to the **Development Commissioner** or the Ministry of Commerce & Industry. The Service Provider will ensure accuracy of these reports and include any analytical observations (for example, trends in growth or areas of concern in zone performance).
- **Advisory on SEZ Compliance Matters:** Provide advisory support to NSEZA on various compliance requirements under SEZ law. This may involve guiding NSEZA in drafting or updating internal compliance protocols, advising on record-keeping as per SEZ Rules, and ensuring that NSEZA (as the developer/authority of the zone) fulfills all its own obligations. For instance, the CA firm should ensure NSEZA submits any required developer’s performance report or carries out obligations like quarterly meetings of the Approval Committee, etc., from a compliance standpoint.
- **Liaison with Authorities:** When needed, the Service Provider will liaise with the office of the Development Commissioner or other regulatory authorities on behalf of NSEZA in matters relating to unit performance and compliance. They should assist NSEZA in responding to any queries from the SEZ Board of Approval or Ministry regarding the status of units, compliance issues, or requests for extension/exit of units.

- **Follow-up and Action Recommendations:** For units that are found non-compliant or under-performing, the firm should help NSEZA in follow-up actions. This includes drafting communications (letters or notices) to units pointing out deficiencies, monitoring responses from those units, and recommending further action to NSEZA management. The firm's role is to provide professional input so that NSEZA can take informed decisions (such as imposing penalties on units as per rules, or recommending cancellation to the Approval Committee).
- **Documentation and Record-Keeping:** Maintain proper documentation of all compliance reviews and performance monitoring activities. The firm should keep records of which units submitted reports, summary of findings for each unit's performance, and any compliance issues noted. These records will be maintained at NSEZA's office as part of official files, subject to audit or inspection by authorized bodies.

2. Income Tax Related Services

- **Income Tax Return Filing:** The Service Provider shall ensure complete compliance with the Income Tax Act for NSEZA's operations. This includes preparing and filing **Income Tax Returns** of NSEZA for each financial year within the prescribed due dates. All computations of taxable income (if applicable) or any tax-exempt income under SEZ provisions will be done accurately, and the return will be filed along with all necessary disclosures and schedules.
- **Tax Liability Computation and Payments:** Compute NSEZA's income tax liability (if any) for the year as per applicable laws. The firm must also calculate and advise on timely payment of advance taxes or self-assessment tax to avoid interest or penalties. If NSEZA's income or grants are exempt under any provisions, the firm will ensure that appropriate documentation and treatment are in place to support such claims.
- **TDS Compliance:** Manage all **Tax Deducted at Source (TDS)** obligations for NSEZA. This involves identifying payments which require TDS (such as contractor payments, professional fees, rent, etc.), calculating the correct TDS, ensuring timely deposit of TDS amounts to the government account, and filing quarterly TDS returns (Form 24Q, 26Q, etc.) by due dates. The firm will also generate and issue TDS certificates (Form 16/16A) to the respective parties within the stipulated timelines.
- **Handling Income Tax Assessments:** Represent and assist NSEZA in any proceedings initiated by the Income Tax Department. If NSEZA is selected for scrutiny or assessment, the Service Provider will prepare the required **replies to notices**, gather supporting documents (financial statements, ledgers, invoices, etc.), and draft point-by-point responses for submission to the assessing officer. A qualified Chartered Accountant from the firm should attend hearings before tax authorities on behalf of NSEZA, with due authorization, to explain filings and resolve queries.
- **Appeals and Litigation Support:** In case of any disputes or adverse orders from the tax authorities, the Service Provider will guide NSEZA in filing appeals (before Commissioner of Income Tax (Appeals), Income Tax Appellate Tribunal, etc., as applicable). This includes drafting appeal memorandums, preparing paper books with evidences, and written submissions. The CA firm shall represent NSEZA in appeal hearings or facilitate representation, and diligently follow up until the resolution of the case. They should keep NSEZA informed on the status of ongoing tax litigation and the steps being taken.

- **Tax Refunds Management:** Keep track of any **tax refunds** due to NSEZA (for example, excess TDS or advance tax refunds). The firm will ensure that refund claims are properly reflected in the returns and that any follow-up (such as responding to Income Tax CPC communications or rectification requests) is done to expedite the refund. If needed, the firm will file rectification applications or liaise with the department to ensure NSEZA receives due refunds promptly.
- **Advisory on Tax Matters:** Provide continuous advisory services on income-tax-related matters specific to NSEZA's operations. For instance, advise on tax implications of various revenues (lease rentals, service charges collected by NSEZA, etc.), or on any tax exemptions available to NSEZA being an SEZ authority. The firm should keep NSEZA updated on changes in tax laws (like amendments in Finance Act or CBDT circulars) that may affect the Authority's tax compliance or liabilities.
- **Other Direct Tax Compliance:** Ensure compliance with any other direct tax requirements applicable to NSEZA, such as **tax audits** (if required under Section 44AB of Income Tax Act due to volume of transactions) and filing of the tax audit report, if applicable. If NSEZA is obliged to file statements of financial transactions (SFT) or other specific returns, the firm will handle those as well. All direct tax compliance work should be carried out with due diligence to avoid any penal consequences.

3. Accounting, Budgeting, Reporting and Statutory Compliance

- **Bookkeeping and Accounting:** The Service Provider shall maintain comprehensive and up-to-date accounts for NSEZA. All financial transactions of NSEZA (including receipts of charges/fees, grants, expenditures on operations, capital expenses, etc.) must be recorded **daily** following standard double-entry accounting principles. The firm will utilize an approved accounting software or system (as per NSEZA's preference, e.g. Tally or a government financial accounting system) to record transactions and maintain the general ledger, cash book, bank book, journal entries, and other subsidiary records.
- **Financial Statement Preparation:** Prepare periodic financial statements for NSEZA. This includes **monthly and quarterly accounts** comprising at minimum a Trial Balance, Statement of Income & Expenditure, and Balance Sheet. These interim statements will be used by NSEZA for internal review and decision-making. At the end of the financial year, the firm will prepare the **Annual Financial Statements** of NSEZA, including the Balance Sheet, Income & Expenditure Account, Receipts & Payments Account, and all necessary schedules/annexures and notes to accounts. The annual statements must comply with applicable accounting standards and formats (for example, if NSEZA follows standards prescribed for central autonomous bodies or any specific government format, those must be adhered to).
- **Budgeting Support:** Assist NSEZA in the formulation of its Annual **Budget**. This involves working with NSEZA officials to compile estimates of the coming year's receipts (such as lease rentals, utility charges, grants from government) and expenditure (administrative costs, development works, maintenance, etc.). The Service Provider will provide expertise in projecting figures based on historical data and expected changes, and help present a well-formulated budget document. Once the budget is approved, the firm should upload or enter it into the accounting system for monitoring purposes.
- **Budget Monitoring and Variance Analysis:** Throughout the year, the firm will monitor actual expenditure and revenue against the budget allocations. They shall prepare **variance analysis reports** (monthly or quarterly) highlighting any significant deviations from the budget and the

reasons thereof. If certain heads are overspending or revenues are short, the firm should alert NSEZA's management and advise on possible reallocation or corrective actions. This ensures fiscal discipline and that NSEZA's spending remains within approved limits.

- **Statutory Audit and CAG Compliance:** The Service Provider must facilitate the statutory audit of NSEZA's accounts. As a government authority, NSEZA's accounts are subject to audit by the **Comptroller and Auditor General (CAG)** or their appointed auditors. The firm will coordinate the audit process, which includes preparing the financial statements on time, assembling all accounting records and supporting documents, and responding to audit queries. They should ensure that any **Audit Observations** from previous years are duly addressed and rectified in the current accounts. If the CAG prescribes any specific format or reporting requirement, the firm must incorporate those. After the audit, the firm should assist in finalizing the accounts and addressing any adjustments or qualifications pointed out by auditors.
- **GST Compliance:** Ensure full compliance with the **Goods and Services Tax (GST)** laws on behalf of NSEZA. The Service Provider will verify NSEZA's GST registration status and maintain it (if NSEZA is required to be registered under GST). All taxable services or supplies by NSEZA (if any, e.g. charging lease rent or service charges to units) should be invoiced with the appropriate GST, and input tax credit on inputs/services used by NSEZA should be properly claimed. The firm will prepare and file all required GST returns – such as GSTR-1 (outward supplies), GSTR-3B (summary returns), and annual return GSTR-9 – within the deadlines. They must also reconcile the GST data with the accounts and with the GST portal (books vs. GSTR 2A/2B reconciliation for inputs) to ensure no mismatch or credit loss.
- **Other Statutory Filings:** The firm shall manage other statutory compliances relevant to NSEZA's operations. For example, if NSEZA has any **professional tax, Provident Fund (PF),** or **ESI** obligations for its employees, the firm will ensure that deductions are made correctly and deposits/filings are done on time. (If NSEZA's employees are government servants, PF/ESI may not apply, but any similar obligations must be handled.) Additionally, any **corporate law compliance** if applicable (e.g., if NSEZA is set up as a society or Section 8 company, ensuring compliance with those governing statutes) should be monitored by the firm.
- **Financial Reporting and MIS:** Provide NSEZA management with regular financial reports and any required **Management Information System (MIS)** outputs. This may include customized reports such as quarterly financial highlights, debtors/creditors ageing reports (if NSEZA extends credit or has payables), fund utilization reports for any grants, etc. The firm should be prepared to present the financial results in management meetings or Authority board meetings if invited.
- **Record Maintenance as per Guidelines:** Maintain all accounting and financial records of NSEZA in an organized manner, in line with **record retention rules** and the requirements of SEZ authorities/CAG. All vouchers, invoices, bank statements, and correspondences related to accounts should be catalogued and stored safely at NSEZA's premises. The Service Provider will create and update registers as needed – for example, **Asset Register** for fixed assets of NSEZA, **Investment Register** if any funds are parked in fixed deposits, and **Liability Register** for outstanding dues. These records should be kept audit-ready at all times.
- **Support in Official Reports:** Assist in preparation of any **official reports or replies** involving financial data. For instance, if NSEZA needs to prepare an annual report or a report for a governing body with a section on finances, the firm will draft the required content (financial

summary, analysis, graphs, etc.) as needed. Similarly, if questions are raised by oversight bodies (Parliament questions, RTI queries on financial matters, etc.), the firm will help compile the necessary information for NSEZA to respond.

- **Continuous Compliance Monitoring:** Develop a compliance calendar for all the above activities (tax filings, GST, reports, etc.) and continuously monitor to ensure no deadline is missed. The firm should implement internal checks (e.g., a monthly closing checklist) to verify that all tasks for the period are completed. Any compliance requirement introduced or modified during the contract period must be incorporated into the scope without delay so that NSEZA remains fully compliant with the latest regulations.

4. Buyer Added Bid Specific Terms and Conditions (ATC)

The following **Additional Terms and Conditions (ATC)** are specific to this bid and will form part of the contract with the selected service provider. These include the eligibility criteria for bidders, penalties for non-compliance, and other contract conditions added by the Buyer (NSEZA) on the GeM portal:

4.1 Eligibility Criteria for Bidders

- **Legal Entity:** The bidder must be a **Chartered Accountant firm** (partnership firm or LLP or proprietorship) registered with the Institute of Chartered Accountants of India (ICAI). A valid ICAI registration certificate should be provided, and the firm should be in existence for at least [X] years (as of the bid publication date).
- **Experience:** The firm should have a proven track record of a minimum of [5–7] years in providing accounting, auditing, and tax consultancy services. It must have executed **at least 10 similar assignments** involving accounting and statutory compliance for government departments, public sector units, or sizeable enterprises. (Bidders should submit details of such past assignments as part of their bid technical documents.)
- **Key Personnel Qualifications:** The team proposed for this assignment must meet the specified qualifications and experience. In particular, the firm should designate **one qualified Chartered Accountant** (with at least 5 years post-qualification experience in relevant fields) who will lead the engagement (offsite), and deploy **two experienced accountants** (each with 5–7 years of experience and at least M.Com or CA-Intermediate qualifications) on site at NSEZA. The detailed manpower requirements are provided in the Annexure, and compliance with these is mandatory.
- **Financial Capacity:** The bidder should have a minimum average annual financial turnover of ₹20 lakhs in the last [3] financial years from professional services. (Bidders may need to furnish copies of financial statements or a certificate from a Chartered Accountant to substantiate their turnover.)
- **Empanelment and Registrations:** Preference/eligibility (if specified) may be given to firms empanelled with the **CAG** for major audits or those having ISO certification for quality. Additionally, the firm should be registered under GST and have a valid PAN. Proof of GST registration and PAN must be submitted.
- **Clean Track Record:** The bidding firm must not have been **blacklisted or debarred** by any Government department/agency or PSU in the past. A self-declaration letter to this effect, signed by an authorized partner, should be provided with the bid. The firm should also have a clean record with ICAI (no disciplinary cases pending).

- **Local Office (Preferred):** It is preferable that the firm have an operational office or presence in the **Delhi-NCR region**, to ensure prompt availability and coordination. If the main office is outside NCR, the firm should demonstrate how they will manage on-site presence (e.g., through a branch office or dedicated staff travel) to meet the service requirements.

(Bidders must provide documentary evidence for all the above criteria with their bid. The bid may be rejected at the technical evaluation stage if any of the above eligibility criteria are not met or if required documents are not submitted.)

4.2 Penalties and Service Level Agreement (SLA)

To ensure high-quality and timely service, NSEZA will impose penalties for non-performance or breach of service levels by the Service Provider. The following are the key penalty clauses:

- **Delay in Statutory Filings:** Time is of essence for statutory compliance. If the Service Provider fails to **file any statutory return** (e.g., GST, TDS, Income Tax return) by the due date attributable to the firm's negligence or delay, a penalty may be levied for each such instance, subject to a maximum of ___% of the quarterly service fee. This penalty is in addition to any government fines, which will also be borne by the Service Provider if the delay was on their part.
- **Failure in Deployment:** The service provider must deploy the required personnel as per the contract. If at any time the **onsite accountants** or the responsible CA are absent without acceptable substitute or leave approval beyond the allowable limits, a penalty **per person per day** of absence may be deducted from the payment. NSEZA expects continuity in service; hence extended vacancies (beyond a notice period for replacement) will invite higher penalties or may be treated as breach of contract.
- **Quality of Work and Inaccuracies:** The deliverables (accounts, reports, filings) are expected to be accurate and error-free. If NSEZA finds material errors or negligence in the work (e.g., significant misclassification in accounts, incorrect statements in returns leading to legal issues, etc.), the Service Provider shall correct them immediately at no cost. Additionally, NSEZA reserves the right to levy a **penalty** for that period for serious lapses or recurring errors.
- **Non-compliance with Timelines for Reports:** There will be defined timelines for internal deliverables such as monthly accounts, consolidated performance reports, etc. If the Service Provider consistently fails to submit required reports within the agreed timelines (without valid reason or prior approval), a penalty of **for each week of delay** may be imposed. NSEZA will issue warnings for the first instance; subsequent instances will attract financial penalties.
- **Breach of Confidentiality or Ethics:** Any breach of the confidentiality clause or professional misconduct by the Service Provider's personnel will be taken seriously. NSEZA may impose a **penalty or liquidated damages** as deemed appropriate (up to and including termination of contract) if such a breach occurs, in addition to any legal repercussions.
- **Capping of Penalties:** The total penalties in any quarter shall not as per bid documents of the quarterly contract value. However, if penalties reach the cap consistently for two consecutive quarters, it shall be deemed as unsatisfactory performance, giving NSEZA the right to terminate the contract and forfeit the Performance Security.

(The above Service Level Agreement terms are indicative. The exact penalty amounts and percentages will be as defined in the bid document/contract. The aim is to ensure the Service Provider delivers services on time and with quality, failing which appropriate deductions are made.)

4.3 Other Terms and Conditions

- **Contract Period:** The initial contract period for the engagement will be **1 year** starting from the date of signing the contract or a specified commencement date. NSEZA reserves the right to **extend the contract** for an additional 1 year period (not more than 6 months at a time) on the same terms and conditions, subject to satisfactory performance of the firm and mutual agreement. Any extension will be communicated in writing before the initial term expires.
- **Commencement of Work:** The selected firm is expected to commence the services within **30 days** of award of contract/intimation. This includes mobilization of the required manpower and taking over of books/records from NSEZA's previous arrangements. Failure to start within the stipulated time without valid reason could lead to cancellation of the contract and forfeiture of EMD/Performance Security.
- **Professional Fee and Payment Terms:** The professional fees for the services shall be as quoted in the financial bid and fixed in the contract. Payment to the Service Provider will be made **on a monthly basis** upon submission of invoices post completion of services for that period. Each invoice must be accompanied by a report of work done for the period (e.g., list of filings done, reports submitted). Payment will be processed by NSEZA after verification of the deliverables and satisfactory performance certification by the competent authority. **No advance payment** will be provided. All payments shall be subject to applicable taxes (TDS/GST). NSEZA will deduct TDS as per law and provide TDS certificates; if the firm is GST-registered, it must provide valid GST invoices for payment.
- **Price Variation:** The quoted prices shall remain **firm and fixed** for the entire duration of the contract (and any extension thereto). No escalation in fee will be allowed on account of inflation, increased manpower costs, or any other reason during the contract period. The bidders are expected to factor in any cost escalations over the period in their financial bid.
- **Subcontracting / Assignment:** The Service Provider shall **not subcontract, outsource, or assign** any part of the scope of work to any third party without the prior written consent of NSEZA. The firm awarded the contract must itself perform the key professional tasks and deploy its own qualified staff as per the bid. Subletting or substitution of the core team members without approval will be treated as a breach of contract.
- **Relationship:** The firm and its personnel shall act as an **independent service provider** to NSEZA. Nothing in the contract shall be interpreted to create an employer-employee relationship between NSEZA and the contractor's staff. The Service Provider shall be solely responsible for all salaries, statutory benefits, and other obligations to its personnel during the course of the engagement.
- **Termination Clause:** NSEZA reserves the right to terminate the contract at any time by giving a written notice of (typically 30) days in case of unsatisfactory performance or breach of any terms by the Service Provider. In the event of such termination, NSEZA will pay for the services satisfactorily rendered up to the date of termination, but if termination is due to breach or misconduct, appropriate penalties may be applied and the **Performance Security may be forfeited**. The firm shall promptly hand over all documents, records, and materials belonging to NSEZA upon termination.
- **Force Majeure:** If the Service Provider is unable to perform any of the services or meet timelines due to causes beyond their reasonable control (such as natural disasters, strikes, war,

etc.), they shall not be held in default provided they inform NSEZA in writing at the earliest and make all possible efforts to resume services as soon as possible. Appropriate extensions of time may be granted by NSEZA in such circumstances, but no extra financial claim will be entertained for force majeure periods.

- **Jurisdiction and Dispute Resolution:** The contract shall be governed by the laws of India. Any disputes arising out of this contract shall be resolved, as far as possible, amicably between NSEZA and the Service Provider. If amicable resolution is not possible, disputes will be subject to **arbitration** as per the provisions of the Arbitration and Conciliation Act, 1996 (with amendments), with an arbitrator to be appointed by the Development Commissioner, NSEZ or another competent authority. The venue of arbitration shall be **Noida/Delhi**, and the language shall be English. The courts at **Gautam Budh Nagar (Noida)** shall have jurisdiction over matters of litigation (subject to arbitration clause).

(The above terms supplement the standard Government e-Marketplace (GeM) terms and conditions. In case of any conflict between these ATC clauses and GeM general conditions, the ATC clauses will prevail for this specific bid.)

5. Earnest Money Deposit (EMD) and Performance Security

- **Earnest Money Deposit (EMD):** Bidders are required to submit an Earnest Money Deposit along with their bid as specified in the bid details on the GeM portal. The EMD must be submitted in the form of a **Bank Guarantee or Demand Draft** from a nationalized/scheduled bank, or through an online payment mechanism as permitted on GeM, in favor of “*Noida SEZ Authority*”. Bidders claiming exemption from EMD (e.g., MSMEs with valid certificates, if allowed) must provide supporting documents as per Government of India rules.
- **EMD Forfeiture:** The EMD of a bidder will be forfeited by NSEZA in the following cases: if the bidder withdraws or modifies their bid during the bid validity period; or if a successful bidder, upon issue of the Letter of Award, fails to sign the contract or fails to furnish the required Performance Security within the stipulated time. EMD of unsuccessful bidders will be returned/refunded without interest after finalization of the bid and award of contract. For the successful bidder, the EMD may be adjusted against the Performance Security or returned upon receipt of the Performance Security (as per NSEZA’s discretion and stated terms in the bid).
- **Performance Security Deposit:** The successful bidder must provide a **Performance Security** to ensure due performance of the contract. The amount of the Performance Security will be **as per GeM documents**. The Performance Security shall be in the form of a **Bank Guarantee** from a nationalized bank or an online **Performance Security BG** through the GeM portal, as per GeM guidelines, or a Fixed Deposit Receipt (FDR) pledged in favor of NSEZA. The format for the Bank Guarantee, if applicable, will be provided by NSEZA (typically as per standard government format).
- **Validity of Performance Security:** The Performance Security instrument must remain valid for the entire duration of the contract plus a **claim period of 1 month** beyond the contract end date. (For example, if the contract is for 2 years, the security should be valid for 2 years and 2-3 months.) This ensures availability of security during the post-completion audit/settlement period.

- **Refund/Forfeiture of Security:** Upon successful completion of the contract and all obligations (including any extensions), the Performance Security will be released to the service provider without interest, after deducting any applicable dues or penalties. However, if the service provider fails to perform as per the contract or breaches any terms, NSEZA reserves the right to forfeit part or whole of the Performance Security. For instance, in case of premature termination of the contract due to default by the service provider, the entire Performance Security may be invoked and forfeited by NSEZA as compensation for the inconvenience and any losses incurred.
- **No Interest on Deposits:** No interest shall be payable by NSEZA on the EMD or the Performance Security deposited by the bidder/service provider, whether it is retained, forfeited, or refunded.
- **Additional Security Conditions:** The Performance Security is a guarantee for performance. It will be invoked by NSEZA in case the service provider fails to fulfill the conditions of the contract or in case the deliverables are not as per the specifications and requirements, leading to a loss to NSEZA. In case the value of damages/penalties exceeds the Performance Security, NSEZA reserves the right to recover the balance from the payments due to the service provider under this contract or by legal means. If the contract is extended, the service provider will accordingly extend the validity of the Performance Security or submit a fresh security to cover the extended period.
- **EMD of Successful Bidder:** On submission of the Performance Security and signing of contract, the EMD of the successful bidder will be refunded/returned. If the bidder had submitted a BG for EMD, it will be discharged. If EMD was paid online, a refund process as per GeM will be followed. The bidder must ensure to claim/receive the refund.

(The bidders are advised to carefully note the above EMD and security requirements. Non-compliance with EMD provisions will result in bid rejection. The Performance Security is essential for contract execution and must be maintained by the service provider as per the terms.)

6. Confidentiality and Legal Compliance Obligations

- **Confidentiality of Information:** The Service Provider shall maintain the strictest confidentiality of all information, documents, and records provided by NSEZA or accessed by the firm's personnel during the execution of this contract. This includes (but is not limited to) financial data, strategic plans, personal information of employees or unit holders, and any other sensitive information related to NSEZA's operations. The firm shall not disclose any such information to any unauthorized person or third party without the prior written consent of NSEZA. All data collected or generated during the course of the service is to be used solely for the intended purposes of this engagement and not for any other purpose.
- **Non-Disclosure Agreement (NDA):** The selected firm will be required to sign a **Non-Disclosure Agreement** with NSEZA at the time of contract signing. All staff deployed (onsite and offsite) may also individually sign confidentiality agreements if required by NSEZA. The NDA will bind the firm and its employees to keep all NSEZA information confidential even after the expiry or termination of the contract.
- **Data Security:** The Service Provider must ensure that proper data security measures are in place. Any electronic data, working papers, or backups containing NSEZA information should be stored securely (password protected files, locked cabinets for physical documents, etc.). If

financial records are maintained on a computer system or cloud, it should be access-controlled. Upon completion of the contract or as and when requested by NSEZA, the firm must hand over all data in an organized manner and delete any copies held by them, certifying that this has been done.

- **Compliance with Laws:** The service provider shall comply with all applicable laws, rules, and regulations in the performance of its services. This includes adherence to **the SEZ Act and Rules, Income Tax Act, GST Act, Companies Act (if applicable), ICAI Act and guidelines**, labor laws related to its employees, and any other relevant legislation. The firm must keep itself updated on legal changes and ensure that its services on behalf of NSEZA are always in accordance with the latest legal requirements.
- **Professional Standards and Ethics:** Being a Chartered Accountant firm, the service provider is expected to uphold the highest standards of professional integrity and ethics. All work should be carried out in accordance with the standards and guidance notes issued by the ICAI and other professional bodies as applicable. Any conflict of interest should be disclosed to NSEZA. The firm or its staff should not engage in any activity that would compromise the interest of NSEZA. If the firm is providing services to any SEZ units or related parties which could conflict with NSEZA's interests, prior disclosure and consent is required.
- **Third-Party Contracts and Legal Obligations:** In performing the services, if the firm enters into any sub-agreement or uses third-party tools, it must ensure that no contract or license is violated. However, as noted, subcontracting core work is not permitted without approval. The firm must also ensure that it has all necessary licenses for software (e.g., accounting software, TDS/GST utility tools) used for NSEZA's work, so that NSEZA does not face any legal issues regarding unlicensed software or intellectual property.
- **Indemnification for Legal Breach:** The Service Provider shall indemnify and hold harmless NSEZA from any violations of law committed by the firm in the course of discharge of its duties. For instance, if the firm fails to comply with tax laws leading to penalties, or breaches confidentiality causing damages, the firm will be liable to make good those losses to NSEZA. This obligation survives the contract period.
- **Reporting Obligations:** The firm is expected to promptly inform NSEZA of any **legal notices or inquiries** it directly receives in relation to NSEZA (for example, if any tax notice is sent to the firm's address or any communication from a government body regarding NSEZA's matters). Such communication must immediately be handed over to NSEZA or acted upon as directed by NSEZA.
- **Integrity and Transparency:** The Service Provider shall maintain transparency in all dealings. Any attempt to influence decisions or any unethical practice (like offering inducements to NSEZA officials, etc.) will result in immediate termination and legal action. The firm should also proactively avoid situations that could result in fraudulent or corrupt practices in the execution of this contract. NSEZA may require the firm to adhere to an **Integrity Pact** if applicable for this bid (as per Central Vigilance Commission guidelines).
- **Compliance with GeM and Contract Terms:** The firm must also adhere to all the terms agreed under the GeM contract and this Scope of Work. This includes ensuring no misuse of funds, timely compliance with all reporting, and cooperating fully with any inspections or audits arranged by NSEZA or higher authorities relating to the services. Legal compliance in this context also means fulfilling all contractual obligations in good faith.

7. Responsibilities and Liabilities of the Service Provider

- **Duty of Care and Diligence:** The Service Provider shall perform all services with utmost care, due diligence, efficiency, and professionalism. It is the firm's responsibility to ensure that the outcomes (accounts, reports, returns, etc.) are accurate, comprehensive, and delivered on schedule. The firm must institute its own internal controls and quality checks to minimize errors and lapses in service delivery.
- **Provision of Skilled Personnel:** It is the responsibility of the Service Provider to deploy and maintain the **qualified personnel** as committed in the bid. The personnel assigned must possess the requisite educational and professional qualifications and experience, as detailed in the Annexure. If for any reason a team member (onsite accountant or the designated offsite CA) is unable to continue on the project (due to resignation, health, etc.), the firm is liable to **immediately replace** that person with someone of equal or better qualifications and experience, subject to approval by NSEZA. There should be no gap in the services due to personnel changes. The firm should also keep a backup **manpower plan** to ensure continuity of service during leaves or peak workload.
- **Adherence to Timelines:** The Service Provider is responsible for adhering to all timelines for deliverables. NSEZA will rely on the firm to keep track of all due dates (for filings, reports, etc.) and meet them. The firm's failure to meet deadlines (unless due to reasons beyond control and accepted by NSEZA) will be seen as a breach of responsibility, making the firm liable for any consequent penalties or damages.
- **Quality and Accuracy of Work:** All outputs provided by the firm will be subject to review by NSEZA. The firm is liable for the accuracy and correctness of the financial statements, tax filings, and other reports it prepares. If any inaccuracies, omissions, or errors are found, the firm must promptly rectify them at its own cost. Furthermore, if NSEZA or any authority incurs losses or penalties due to such errors (e.g., a penalty by tax authority for incorrect filing), the firm will be held liable to reimburse or compensate for those losses.
- **Indemnification:** The Service Provider shall indemnify NSEZA against all claims, losses, damages, or expenses incurred due to the negligence, omission, fraud or wilful misconduct of the firm or its employees in the execution of this contract. For example, if a filing is missed or done incorrectly by the firm leading to a fine, or if confidential data is leaked by the firm's staff causing damage, the firm must bear those consequences financially and legally. This indemnification extends to court or legal costs if NSEZA has to defend any action due to the firm's actions.
- **Liability for Government Dues:** In the context of managing NSEZA's finances and compliance, if the firm fails to comply with any tax or statutory obligation which then has to be paid by NSEZA with interest or penalty, the firm will be liable to reimburse such interest/penalty to NSEZA. The Performance Security and pending payments can be appropriated by NSEZA to recover such dues if the firm does not pay up voluntarily.
- **No Legal Authority to Service Provider:** The firm's responsibilities notwithstanding, it is clarified that the Service Provider or its employees shall not have any authority to make legally binding representations on behalf of NSEZA, except to the extent authorized for appearing before tax or regulatory authorities as part of this scope. The firm cannot enter into agreements or take financial decisions for NSEZA – their role is advisory and executive in nature, confined to the scope defined.

- **Reporting and Coordination:** The Service Provider is responsible for maintaining regular communication with the designated NSEZA officials (e.g., Finance Officer or Pay & Accounts Officer of NSEZA). They should provide progress updates, bring any issues to NSEZA's notice, and act on instructions from NSEZA in a timely manner. Regular review meetings (weekly or monthly) should be attended by the firm's team lead to discuss the status of work and any bottlenecks. Proper minutes of such meetings should be maintained by the firm for record and follow-up.
- **Liability During and After Contract:** The responsibilities of the Service Provider persist throughout the contract period. Additionally, certain obligations such as confidentiality, accuracy of filings, and indemnity survive the termination or expiry of the contract. The firm will be liable for the outcomes of the period during which it provided services even if issues are discovered later (for instance, an error in the accounts prepared by the firm discovered in a subsequent audit after the contract period is still the firm's responsibility to clarify or rectify).
- **Insurance and Safety of Personnel:** The Service Provider shall be responsible for the well-being and safety of its deputed staff. Any insurance for life, health, accident etc., for the staff is the responsibility of the firm. NSEZA will not be liable for any compensation to the firm's employees for injury/death in course of work; the firm should have adequate insurance or measures as per law to cover such events. Additionally, the firm will ensure that its employees follow the security and discipline guidelines of NSEZA when on-site (e.g., entry/exit rules of NSEZ premises, ID cards, etc.).
- **Conflict of Interest and Exclusive Responsibility:** During the tenure of the contract, the Service Provider should avoid any conflict of interest situation. The firm should not represent or advise any SEZ unit or developer that falls within the jurisdiction of NSEZA in any matter that conflicts with NSEZA's interests. The firm's responsibility is to work in the best interest of NSEZA's objectives. If any potential conflict arises, it should be disclosed and discussed with NSEZA. The firm should devote the necessary time, attention, and resources to fulfill its obligations to NSEZA diligently; undertaking any other assignment that compromises this duty will be viewed as a breach of responsibility.

Annexure – Manpower Requirements

To execute the above scope of work effectively, the Service Provider must deploy the following **manpower**. These are the minimum personnel requirements along with their qualifications, experience, deployment location, and key responsibilities:


- **Chartered Accountant (Team Leader – Offsite)**
 - **Number Required:** 4 (Four)
 - **Qualification:** Chartered Accountant (ACA/FCA) with active membership in ICAI.
 - **Experience:** At least 5–7 years of post-qualification experience in accounting, auditing, taxation, and financial management. Prior experience in handling accounts of government entities, PSUs, or special economic zones will be preferable. The CA should possess a strong understanding of government financial procedures, tax laws, GST, and compliance requirements.
 - **Deployment Location:** Offsite at the Service Provider's own office, with **regular visits on-site** to NSEZA office in Noida as needed (such as for meetings, audits, important

events, etc.). The CA must be available on-call for any urgent requirement and should attend NSEZA office in person whenever critical issues or discussions are to be handled.

- **Key Responsibilities:** This Chartered Accountant will act as the **Team Leader** for the engagement. They will supervise and guide the deployed onsite accountants and any other support staff of the firm. Key duties include reviewing all financial statements and reports prepared for NSEZA, ensuring accuracy and compliance before submission to the Authority. The CA will provide high-level consultancy on complex issues (tax planning for NSEZA, handling assessment/appeal strategy, interpreting new regulations). They will be the primary point of contact for NSEZA's senior management for all strategic or sensitive matters under this scope. The CA is expected to represent NSEZA in front of external authorities like Income Tax or auditors when required, and to sign off on important documents (e.g., the financial statements, if needed as a professional). Leadership, problem-solving, and ensuring the overall quality of deliverables are the main responsibilities of this role. All outputs of the team will be finally approved by the Team Leader CA before being given to NSEZA.
- **Accountants (Onsite Account Staff)**
 - **Number Required:** 4 (four) persons
 - **Qualification:** Each should be at least **M.Com (Master of Commerce)** OR **Intermediate CA** (i.e., have passed the CA Inter/IPCC level) OR equivalent qualification in finance/accounts. They should have a strong foundation in accounting principles and be proficient in using accounting software (such as Tally ERP) and common office software (Excel, Word).
 - **Experience:** Each accountant should have around **5–7 years** of hands-on experience in bookkeeping, accounts finalization assistance, and compliance work. Experience working on accounts of a government department, autonomous body, or similar organization is highly desirable. They should be familiar with processing invoices, maintaining cash books, bank reconciliations, and handling statutory returns (GST/TDS).
 - **Deployment Location: Onsite at NSEZA Office, Noida.** These accountants will work full-time from NSEZA's premises during official working hours (and beyond, if required during peak periods like financial year closing or audit time). They will use NSEZA's office infrastructure (desk space, etc.) to carry out their duties. The service provider must ensure their attendance and availability as per NSEZA's working days.
 - **Key Responsibilities:** The onsite accountants will handle the **day-to-day accounting and record-keeping** for NSEZA under the guidance of the Team Leader CA. Their responsibilities include: recording daily financial transactions (receipts, payments, journal entries) into the accounting system; preparing vouchers and getting them duly authorized as per NSEZA's internal controls; managing petty cash and assisting in bank transactions (cheque preparation, online transfers, etc. as needed); maintaining up-to-date ledgers and performing monthly bank reconciliations. They will also prepare preliminary financial reports and statements every month, which will then be reviewed by the CA. For compliance, the accountants will gather and organize data required for GST returns, TDS returns, and other filings – for example, they will ensure

all invoices are available, classified correctly for GST, and TDS deductions are made in bills. They will draft the returns under supervision. During audits (internal or CAG), they will help in pulling out records, coordinating with auditors, and answering initial queries. These accountants will maintain all physical files of invoices, challans, contracts, etc., in an orderly manner at the NSEZA office. They will also assist NSEZA officials in any queries related to accounts or finance on a day-to-day basis (such as providing figures for a report, or the status of a payment, etc.). Essentially, they serve as the on-ground executors of the accounting function for NSEZA.

Note: The above manpower is the **minimum** required deployment. The Service Provider is responsible for ensuring that these resources are dedicated to NSEZA's work and are not diverted to other assignments during their duty hours. If additional personnel are needed to meet the deliverables (due to workload or specialized tasks), the Service Provider shall arrange the same at **no extra cost** to NSEZA, ensuring that the output and timelines are not compromised. The personnel provided should be on the rolls of the Service Provider or duly contracted by them; NSEZA will have no direct employer relationship with these staff. NSEZA reserves the right to review the qualifications and experience of the deployed staff and require changes if found unsatisfactory or not in line with the stated criteria. The performance of the manpower will be one of the determinants of the overall performance review of the Service Provider.

 **QCBS Evaluation Criteria (Technical:Financial = 70:30)**

S. No.	Parameter	Evaluation Criteria	Maximum Marks
1	Number of Qualified Chartered Accountants in the Firm (As per ICAI Constitution Certificate as on NIT date)	- 10 CAs: 10 Marks - 11–15 CAs: 12 Marks - More than 15 CAs: 15 Marks	15
2	Average Annual Turnover (Last 3 FYs ending 31.03.2023)	- ₹50 Lacs to ₹1 Cr: 10 Marks - > ₹1 Cr to ₹2.5 Cr: 12 Marks - > ₹2.5 Cr: 15 Marks	15
3	Relevant Experience in PSU/Govt/Autonomous Bodies (Accounting/Taxation/Financial Management)	- 3 Work Orders of ₹20L+ each: 10 Marks - 4–5 Work Orders: 12 Marks - More than 5 Work Orders: 15 Marks	15
4	Performance Certificates from Govt./PSU Clients	- 3 Valid Certificates: 10 Marks - 4–5 Certificates: 12 Marks - More than 5 Certificates: 15 Marks	15
5	Local Presence (Noida/NCR)	- Office in NCR (Delhi, Ghaziabad, Gurugram, etc.): 5 Marks - Registered office in Noida: Additional 5 Marks	10
6	Presentation & Understanding of Scope	- Technical Approach, Team Structure, Compliance Monitoring Plan	20

 **Total Technical Marks: 100**

- **Minimum Qualifying Score in Technical Bid: 60 Marks**
- **QCBS Weightage: 70% Technical + 30% Financial**