

Government of India
Ministry of Health & Family Welfare
Office of the Additional Director
Central Government Health Scheme (CGHS) Mumbai
Ground Floor, South Wing, 101, M.K. Road, New Marine Lines, Mumbai 400020. Tel No.
22018600 / 22018648
Website: cghs.mohfw.gov.in, e-mail: ad.mum@cghs.nic.in

I/3783708/2025

14-07-2025

CORRIGENDUM NOTICE

Subject: Extension of Time Limit for Submission of Tender
Ref: Tender No. CGHS/Mumbai/Accounts/Tender/CA Services/2025-26
Tender Date: 04/07/2025

With reference to the above-mentioned tender for “**Hiring of Chartered Accountant (CA) Firm for Statutory Compliance (GST / TDS / Professional Tax) for CGHS Mumbai for FY 2025–26**”, the **last date for submission of bids** has been extended as under:

Activity	Original Date & Time	Revised Date & Time
Last Date for Submission of Bids	14/07/2025 at 17:00 hrs	21/07/2025 at 17:00 hrs
Opening of Technical Bids	15/07/2025 at 11:00 hrs	22/07/2025 at 11:00 hrs

All other terms and conditions of the tender remain **unchanged**.

This corrigendum shall form an integral part of the original tender document.

Yours faithfully,

Digitally signed by
GEETHA ANANDAN
Dr Geetha Anandan,
Date: 14-07-2025
10:28:51
Additional Director
CGHS Mumbai

cc:
MCTC: with request to upload on website.

Government of India
Ministry of Health & Family Welfare
Office of the Additional Director
Central Government Health Scheme (CGHS) Mumbai
Ground Floor, South Wing, 101, M.K. Road, New Marine Lines, Mumbai 400020. Tel No.
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Website: cghs.mohfw.gov.in, e-mail: ad.mum@cghs.nic.in

I/3781163/2025

03-07-2025

NOTICE

**INVITATION OF TENDER FOR HIRING OF CHARTERED ACCOUNTANT (CA) FIRM
FOR STATUTORY COMPLIANCE – FY 2025–26**

Sealed tenders are invited by the Office of the Additional Director, CGHS Mumbai, from eligible Chartered Accountant firms/agencies for providing consultancy and filing services related to:

- **TDS Compliance** (Form 24Q, 26Q, Form 16, Form 16A),
- **GST Compliance** (GSTR-1, 3B, 7, 9),
- **Professional Tax Returns**, and
- All associated **financial/statutory advisory services**

for CGHS Mumbai for the financial year **2025–26**.

The tender will be processed under a **two-bid system (Technical & Financial)**. Interested firms may download the detailed tender document from the CGHS website: <https://cghs.mohfw.gov.in>

Important Dates:

- **Date of Issue of Tender:** 04/07/2025 (Friday)
 - **Last Date for Submission of Bids:** 14/07/2025 (Monday) by 17:00 hrs
 - **Opening of Technical Bids:** 15/07/2025 (Tuesday) at 11:00 hrs
 - **Mode of Submission:** Offline (Sealed envelope at CGHS Mumbai Office)
-

Yours faithfully,
Digitally signed by
GEETHA ANANDAN
Date: 03-07-2025 15:36:36
Additional Director
CGHS Mumbai

Encl: Tender Document
cc:

- MCTC - with request to upload on website.

Table of Contents

Sl. No.	Section / Annexure	Page No.
1	Notice Inviting Tender (NIT)	2
2	Critical Date Sheet	3
3	Instructions to Bidders (Submission Procedure)	4
4	Scope of Work	5
5	Eligibility Criteria and Required Documents	6
6	Bidding Procedure and Submission Instructions	8
7	Submission of Bids (Offline - Two Envelope System)	8
8	Opening of Bids and Evaluation Process	9
9	Period of Validity of Bids	9
10	Period of Contract and Extension Terms	9
11	Annexure A – Affidavit of Non-Blacklisting	14
12	Annexure B – Tender Acceptance Letter	15
13	Annexure C – Bid Security Declaration	16
14	Annexure D – Mandate Form	17
15	Annexure E – Vendor Details Form	19
16	Annexure F – Indicative Volume of Work	20
17	Annexure G – Financial Bid Format (Price Schedule)	21
18	Annexure H – Agreement Format (To be signed on ₹100/- Stamp Paper)	22
19	Annexure I – Performance Bank Guarantee Format	24



**Government of India
Ministry of Health & Family Welfare
Office of the Additional Director**

Central Government Health Scheme (CGHS), Mumbai

Old CGO Building (Pratishtha Bhawan), Ground Floor, South Wing, 101, M.K. Road,
New Marine Lines, Mumbai 400 020. Tel No. 22018600 / 22018648 / Fax. 22018612.

Website: cghs.mohfw.gov.in, E-mail: ad.mum@cghs.nic.in

Notice Inviting Tender

Hiring of Services of Chartered Accountant (CA) Firm/Agency on Contract Basis by Awarding Annual Rate Contract for Consultancy on e-Filing of GST / TDS / Professional Tax etc. for CGHS Mumbai for the Financial Year 2025-26.

The Central Government Health Scheme (CGHS) provides comprehensive medical care to Central Government employees, pensioners, and certain other eligible categories. As part of this service, beneficiaries are entitled to medical consultations and supply of medicines through CGHS Wellness Centres. To ensure seamless operation and timely compliance with financial and taxation regulations, CGHS Mumbai intends to engage the services of a qualified Chartered Accountant firm.

The Additional Director, CGHS Mumbai, for and on behalf of the President of India, invites sealed tenders under the two-bid system from eligible CA firms for providing consultancy services for filing statutory returns and offering related support services for the Financial Year 2025–26.

CRITICAL DATE SHEET

Particulars	Date & Time
Name of Organization	CGHS Mumbai
Date of Issue / Publishing	04/07/2025 10:00 Hrs
Document Download Start Date	04/07/2025 10:00 Noon
Clarification Start Date	04/07/2025 12:00 Noon
Clarification End Date	09/07/2025 17:00 Hrs
Bid Submission End Date	14/07/2025 17:00 Hrs
Date & Time of Opening of Technical Bids	15/07/2025 11:00 Hrs
For Clarifications Email	drarun.cghs-ka@gov.in
Address for Communication	Office of Additional Director, CGHS Mumbai, Ground Floor, B-Wing, Pratistha Bhavan, M.K. Road, New Marine Lines, Mumbai 400020.
Phone:	022-22018600
Website	https://cghs.mohfw.gov.in

Instructions to Bidders

This tender shall be processed through an **offline two-packet system**. Bidders are required to submit their offers in hard copy in accordance with the instructions mentioned below.

Submission Procedure:

1. The bid shall be submitted in two separate sealed envelopes:
 - **Envelope I – Technical Bid:** Containing all eligibility documents, certificates, experience, firm credentials, and signed tender document.
 - **Envelope II – Financial Bid:** Containing only the price quotation as per the financial bid format provided in this tender.
2. Both envelopes must be clearly marked “Technical Bid” and “Financial Bid” and sealed properly. These should then be placed in a **larger sealed outer envelope** marked:

“TENDER FOR HIRING CA FIRM FOR STATUTORY COMPLIANCE – CGHS MUMBAI (2025–26)”

3. The sealed envelope should be addressed to:

The Additional Director
CGHS Mumbai
Ground Floor, B-Wing, Pratistha Bhavan
M.K. Road, New Marine Lines
Mumbai – 400020
4. The bid must reach the above address **before the bid submission deadline** mentioned in the Critical Date Sheet.
5. Late, unsealed, or incomplete bids will be rejected.
6. All pages of the bid must be signed by the authorized signatory with the firm’s seal.
7. Clarifications regarding the tender can be sought only through email during the clarification window indicated.
8. Bidders must not quote their prices in the technical bid. Disclosure of financial bid in technical envelope shall lead to disqualification.

Scope of Work

The selected Chartered Accountant (CA) firm shall provide comprehensive services to CGHS Mumbai for the Financial Year 2025–26 in the areas of **Income Tax (TDS), GST, and Professional Tax compliance**, including:

A. Income Tax (TDS) Compliance

1. Timely and accurate filing of **quarterly TDS returns (Form 24Q and 26Q)**.
2. Preparation and generation of **Form 16 (for salaried employees)** and **Form 16A (for vendors)**.
3. Rectification of previously filed TDS returns, if required.
4. Advising CGHS staff regarding **correct TDS deduction** under applicable IT Act sections.
5. Guiding staff in **handling notices, grievances, and defaults** related to TRACES/Income Tax Department.
6. Drafting replies or appearing before IT Department, including for **notices from previous years**.

B. Goods and Services Tax (GST) Compliance

1. Filing of **monthly returns** – GSTR-1, GSTR-3B, GSTR-7 – and **annual return GSTR-9**.
2. Advising CGHS on **GST-TDS applicability**, input tax credit (ITC), and compliance under prevailing rules.
3. Reconciliation of data with GSTR-2A/2B and guidance on ineligible credits.
4. Handling notices or queries from the GST Department as required.

C. Professional Tax Compliance

1. Filing of **consolidated monthly returns** for Professional Tax covering all eligible employees.
2. Ensuring accurate deductions, timely payment, and generation of challans.

D. Audit & Advisory Support

1. Assistance in **internal/external/statutory audits** related to tax filings.
2. Support in **preparing clarifications, data sets, and reports** for audit purposes.
3. Guidance to CGHS officials in interpretation and application of relevant tax provisions.

E. Reference Data – Indicative Volume of Entries (Processed in FY 2024–25)

Sl. No.	Item Description	Approx. Volume (FY 2024–25)
1	Form 24Q (TDS Salary Return)	4,284 entries/year
2	Form 26Q (TDS Non-Salary Return)	1,71,091 entries/year
3	Form 16A (Non-salaried TDS certificates issued to vendors)	Approx. 210 entries/quarter
4	Form 16 A & B (Salaried employees' TDS certificates – annual)	357 employees
5	GST Filings (GSTR-1, 3B, 7 monthly + GSTR-9 annually)	50 returns/month

Sl. No.	Item Description	Approx. Volume (FY 2024–25)
6	Professional Tax (Consolidated monthly return covering all employees)	344 entries/month

Note: The above data is indicative and meant for estimation and tender evaluation purposes.

2. Eligibility Criteria

Eligibility Conditions for Bidders and Documents to be Submitted:

Note to Bidders:

1. All documents must be **self-attested** by the authorized signatory.
2. All documents shall be submitted in the **technical bid envelope** (Envelope I).
3. Bids lacking any of the required documents or found to be incomplete will be summarily rejected.
4. In case any item does not apply to a bidder, an explanatory letter with justification and supporting evidence must be submitted.

S. No.	Eligibility Criteria	Documents to be Submitted (Self-Attested Copies)
1	The bidder must be a Chartered Accountant firm registered with ICAI .	ICAI Registration Certificate of the CA Firm.
2	The firm should have minimum 5 years of experience in handling statutory returns and tax consultancy.	Experience certificate or self-declaration with client list or copies of previous work orders.
3	The bidder must have handled at least two government/PSU assignments in the last 3 financial years.	Copies of work orders or completion certificates from government/PSU clients.
4	The firm should have valid PAN, GSTIN, and TAN .	Self-attested copies of PAN, GST Registration Certificate, and TAN allotment letter.
5	The firm must have a registered office or branch in Mumbai/Navi Mumbai or MMR .	Address proof (utility bill/registration/MSME/Udyam certificate/letterhead mentioning address).
6	The bidder must submit an undertaking for not being blacklisted or terminated by any govt. organization.	Affidavit/Declaration on official letterhead stating non-blacklisting (Annexure A).
7	The bidder should submit the tender acceptance letter .	Tender Acceptance Letter (Annexure B format).
8	The bidder should submit a Mandate Form for bank details for payments.	Filled Mandate Form (Annexure D).
9	The person signing the bid must be authorized to do so.	Authority letter, Board resolution (for companies), or power of attorney as applicable.

S. No.	Eligibility Criteria	Documents to be Submitted (Self-Attested Copies)
11	The bidder should have a minimum average annual turnover of ₹10 lakhs in the last three financial years.	Audited balance sheets and CA certificate indicating turnover for FY 2021–22, 2022–23, 2023–24.
12	The bidder must have filed Income Tax Returns for the last 2 years.	ITRs for FY 2022–23, and 2023–24.

3. Cost of Bidding

The prospective bidder (Chartered Accountant firm) shall bear all costs associated with the preparation and submission of the bid. CGHS Mumbai shall not, under any circumstances, be responsible or liable for such costs, regardless of the outcome of the tendering process or the acceptance or rejection of any bid.

4. Clarifications

Prospective bidders may seek further information or clarification regarding the scope of work, tender terms, or conditions by sending queries via email to the following official of CGHS Mumbai:

- Dr Arun Gopinath: drarun.cghs-ka@gov.in

4.1 Applicability of Clarifications

Any clarification issued in response to a query shall be deemed applicable to all bidders and will form part of the tender terms and conditions. No bidder shall have any exclusive claim to the clarification.

5. Availability of Tender

The tender document is available on the **official CGHS website**:

<https://cghs.mohfw.gov.in>

Prospective bidders who wish to participate in this tender may view and download the tender document **free of cost** from the above-mentioned website.

6. Bidding Procedure, Signing and Submission of Bids

6.1 Two-Packet Manual Submission System

Bidders must submit their bids in **two separate sealed envelopes** as per the instructions below. Both envelopes must be enclosed in an **outer sealed envelope** superscribed:

“Tender for Hiring CA Firm for Statutory Compliance – CGHS Mumbai (2025–26)”

Part 1 – Technical Bid:

The **Technical Bid** must include the following documents (all duly signed and self-attested by the authorized signatory):

1. Mandate Form (Annexure D)
2. Vendor details (Annexure E)
3. Bid Security Declaration (Annexure C)
4. Tender Acceptance Letter (Annexure B)
5. Documents establishing eligibility as per Section 2 (Eligibility Criteria)
6. PAN, GSTIN, and ICAI registration
7. Experience certificates/work orders from Government/PSU
8. Turnover certificate and audited financials
9. Declaration regarding non-blacklisting/debarment (Annexure A)
10. Authorization letter/Board resolution/Power of Attorney
11. Valid office address proof in Mumbai/Navi Mumbai

The documents should be arranged in order & indexed.

Any missing or illegible documents may result in bid rejection. No document should be submitted in soft copy or via email.

Part 2 – Financial Bid:

The **Financial Bid** must be submitted in a separate sealed envelope marked “Financial Bid” and shall contain:

- A printed and signed copy of the **item-wise financial quote** on firm letterhead as per the price format (Annexure G).
- All rates should be quoted **per entry/unit** as applicable, and GST must be indicated separately.
- **No overwriting** or correction is permitted. All figures should be clearly legible and typed.

The Financial Bid will be opened only for those bidders who are found technically eligible by the Evaluation Committee.

7. Submission of Bids

7.1 Bids complete in all respects shall be submitted by the bidders **in physical form only** (offline mode) through a sealed two-envelope system as detailed in Section 6, before the deadline indicated in the **Critical Date Sheet**.

7.2 Bids not submitted in the prescribed format or missing required documents shall be summarily rejected.

7.3 **Conditional bids** or bids containing unspecified terms shall be **rejected outright** without further evaluation.

7.4 All bid documents must be submitted in **hard copy only**. No document shall be accepted via email or other electronic means. However, the Additional Director, CGHS Mumbai, reserves the right to **seek clarifications** or additional information in writing during the technical evaluation process.

7.5 Suppression or misrepresentation of any material information by the bidder, if discovered at any stage of the evaluation or contract period, shall result in **immediate disqualification** and further legal action as per applicable rules.

7.6 Bidders must ensure that all pages of the bid documents are **signed, stamped**, and arranged systematically. Bids that are **incomplete, illegible, or unsigned** may be rejected.

8. Opening of Bids

The tender opening and evaluation shall be conducted in accordance with the offline two-packet system.

8.1 The **Technical Bids** received within the deadline shall be opened in the presence of available bidders or their authorized representatives, on the date and time mentioned in the **Critical Date Sheet**, at the Office of the Additional Director, CGHS Mumbai.

8.2 Only those bidders whose bids are found eligible as per the **Eligibility Criteria (Section 4)** will be evaluated technically by the Tender Evaluation Committee.

8.3 The **Financial Bids** of only those bidders who are found technically qualified shall be opened in due course. The date and time for opening of financial bids shall be notified separately to the technically qualified bidders.

8.4 The Financial Bids will be evaluated based on the **unit-wise quoted rates and total cost** calculated as per indicative workload to determine the **Lowest (L1) bidder**.

9. Period of Validity of Bids

The bids submitted shall remain valid for a period of **90 days** from the date of opening of the Technical Bid as prescribed by CGHS Mumbai.

This validity period may be **extended by an additional 30 days** at the sole discretion of CGHS Mumbai, subject to written consent from the bidders.

10. Period of Contract

The contract shall be initially awarded for a **period of one (1) year** from the date of signing of the agreement.

- The contract may be **extended for up to two (2) additional years, one year at a time**, subject to **satisfactory performance and approval from the competent authority**.
- The extension, if granted, shall be on the **same terms and conditions** as specified in the original contract and shall be at the sole discretion of the **Additional Director, CGHS Mumbai**.

11. Right to Accept / Reject Any Bid

The **Additional Director, CGHS Mumbai**, reserves the right to **accept or reject any bid**, in whole or in part, or to **annul the entire bidding process** at any stage without assigning any reason and without incurring any liability whatsoever to the affected bidder(s).

CGHS Mumbai is under **no obligation to accept the lowest bid** or any bid received in response to this tender and reserves the right to **accept the offer in full or in part** as deemed fit and in the **best interest of the department**.

The decision of the **Additional Director, CGHS Mumbai**, in this regard shall be **final and binding** on all participating bidders.

12. Performance Bank Guarantee and Award of Contract

13.1 The successful bidder shall furnish a **Performance Bank Guarantee of ₹10,000 (Rupees Ten Thousand only)** within **7 days** of receiving the **Letter of Offer** from CGHS Mumbai. The Performance Security may be submitted in either of the following forms:

- A **Bank Guarantee** issued by a Scheduled Bank, valid for a period of **14 months** (i.e., 60 days beyond the contract term), as per format in **Annexure I**.

No interest shall be payable by CGHS Mumbai on the Performance Security Deposit under any circumstances.

13.2 In case the Performance Security is not submitted within the specified time, the bidder shall be **disqualified and debarred from participating in any CGHS Mumbai tenders for a period of 3 years** from the date of bid opening (as per Annexure C). However, the Additional Director, CGHS Mumbai, may at his/her discretion allow a **further 7 days** for submission of the security deposit, upon receiving a written request from the bidder.

13.3 The **contract must be signed** by the successful bidder within **21 days** of submitting the unconditional acceptance of the offer. Failure to do so shall result in cancellation of the award and debarment from future bidding in CGHS Mumbai tenders for a period of **3 years**.

13.4 In case the contract is **extended**, the bidder shall ensure that the **Performance Security is renewed accordingly** to remain valid **up to 60 days beyond the extended contract period**. It is the responsibility of the bidder to monitor and renew the validity of the Performance Security in time.

14. Corrupt or Fraudulent Practices

i) CGHS requires that all bidders observe the **highest standards of ethics and integrity** during the tendering process and throughout the execution of the contract.

ii) In pursuance of this policy, the following definitions shall apply:

- **(a) Corrupt Practice:** Offering, giving, receiving, or soliciting anything of value to influence the action of a public official during the tender process or contract execution.
- **(b) Fraudulent Practice:** Misrepresentation or falsification of facts intended to mislead CGHS during any phase of the bidding or contract execution process, thereby causing harm to the interests of CGHS.
- **(c) Collusive Practice / Cartelization:** A scheme or arrangement between two or more bidders (before or after bid submission) to set artificial or non-competitive bid prices, depriving CGHS of the benefits of open competition.
- **(d) Coercive Practice:** The use of threats or actual harm to influence a party's participation in the tendering process or the execution of the contract.

iii) CGHS reserves the right to **reject any proposal for award** if it is found that the bidder has engaged in corrupt, fraudulent, collusive, or coercive practices during the tendering process.

iv) CGHS may, at its sole discretion, declare a bidder **ineligible for participation in future tenders**, either for a defined period or indefinitely, if it is determined that the bidder was involved in any of the unethical practices defined above.

v) The bidder shall not **transfer, sublet, or assign** any part or the entirety of the contract to any third party without prior written consent of CGHS. Any violation of this clause shall be treated as a fraudulent act, leading to **termination of the contract, forfeiture of the Performance Security**, and possible legal action.

15. Suspension from Bidding for Future Contracts / Forfeiture of Performance Security

A. Suspension from Bidding:

The bidder shall be **suspended from being eligible** for participating in **any future contracts of CGHS Mumbai for a period of three (3) years** from the date of opening of the bid, if any of the following conditions are met:

- a) The bidder **withdraws** their bid during the bid validity period.
- b) It is found at any stage during the bidding process that the bidder has **suppressed material facts** or submitted **false/misleading information**.
- c) The **successful bidder fails to submit an unconditional acceptance** of the contract within **one week** of receiving the offer letter or **fails to sign the agreement within 21 days** of acceptance.
- d) The successful bidder **fails to deposit the Performance Security** as specified in this tender document and within the prescribed time frame.

B. Forfeiture of Performance Security:

In the event of the bidder committing any of the actions stated above or breaching any condition of the contract, the **Performance Security shall be forfeited** without prejudice to any other legal remedy available to CGHS Mumbai.

16. Indemnity

The successful bidder shall fully **indemnify and hold harmless CGHS Mumbai** from and against all claims, actions, suits, demands, damages, costs, charges, and expenses arising out of or in connection with any acts, omissions, or negligence of the bidder, its employees, agents, or subcontractors during the execution of the contract.

This includes, but is not limited to:

- Any act committed by the bidder in the course of executing or failing to execute the contractual obligations.
- Any loss or damage caused to CGHS or any third party arising from the bidder's actions or inactions.
- Any legal proceedings brought against CGHS by a third party due to any default or misconduct of the bidder.
- All liabilities arising from accidents, injury, or loss of life attributed to negligence on the part of the bidder or its representatives.

The successful bidder shall bear **full financial responsibility** for any such indemnity claims and shall pay all amounts due without any additional cost to CGHS.

CGHS, at its sole discretion and entirely at the cost of the bidder, may choose to **defend any such legal proceedings**, either jointly with the bidder or independently, should the bidder refuse or fail to defend its case.

CGHS Mumbai

17. Arbitration

- i) In the event of any **dispute or difference** arising between the parties in connection with or relating to this contract, efforts shall be made to resolve such disputes **amicably within 60 days** through mutual consultation.
- ii) If such amicable resolution is not achieved, the matter shall be referred to **arbitration**, which shall be conducted by a **sole arbitrator** appointed by the **Additional Director, CGHS Mumbai**.
- iii) The proceedings shall be governed by the provisions of the **Arbitration and Conciliation Act, 1996**, including any statutory amendments or modifications thereto.
- iv) The **venue** of arbitration shall be **Mumbai**, or any other location as determined by the arbitrator. The **language** of the proceedings shall be **English**.
- v) The arbitrator shall deliver a **reasoned award**, which shall be **final and binding** on both parties. The **cost of arbitration** shall be borne **equally** by both parties, though each party shall bear its own expenses related to preparation and representation.
- vi) Pending the decision of the arbitrator, both parties shall continue to fulfill their obligations under the contract without prejudice to the final resolution.

18. Notices

18.1 Mode of Communication:

Any notice required to be given by one party to the other under this contract shall be communicated in writing and delivered:

- By hand through an authorized representative (with proof of identity), OR
- By registered post, OR
- By facsimile/email and followed by a confirmation copy sent by registered post.

The addresses for such communication shall be as follows:

For CGHS Mumbai:

The Additional Director,
CGHS Mumbai,
Office of the Additional Director,
Prathishta Bhavan, 101, South Wing,
M.K. Road, New Marine Lines,
Mumbai – 400020

For the Bidder:

(Name, designation, full postal address, email ID, and contact number to be filled by the selected bidder in the agreement)

18.2 Effective Date of Notice:

Any notice shall become effective either **on the date of delivery** or **the effective date mentioned in the notice**, whichever is later.

19. Miscellaneous

- a. The **Additional Director, CGHS Mumbai**, reserves the right to enter into **parallel contracts** for similar services with one or more eligible service providers simultaneously or at any time during the validity of this contract.

b. The selected firm may be required to **attend meetings, reviews, or consultations** as and when convened by CGHS authorities, including review meetings at CGHS Mumbai Head office.

20. Special Conditions of Contract

Presentation of Bills

i) The **selected Chartered Accountant firm** shall raise an **itemized invoice on a quarterly basis** for the services rendered during each quarter of the financial year. The bill must be submitted within **15 days of the close of each quarter** (i.e., by 15th of July, October, January, and April).

Each invoice shall clearly indicate:

- Quarter and period covered
- Nature of returns filed (e.g., TDS – 24Q/26Q, GST – GSTR-1, 3B, 7, 9, PT, etc.)
- Number of entries processed (Form 16, 16A, challans, vendor records, etc.)
- Rate applied as per contract (per entry/item-wise breakup)
- Applicable GST and total payable amount
- Deduction details, if any (penalty, tax, etc.)

ii) Bills that are **incomplete, inaccurate, or lacking supporting certification** shall not be processed and will be returned for correction.

Annexure - A**Affidavit of Non-Blacklisting and No Contract Termination***(To be submitted on the official letterhead of the bidder and duly notarized)*

To,
**The Additional Director,
 CGHS Mumbai,
 Pratishtha Bhavan, 101, South Wing,
 M.K. Road, New Marine Lines,
 Mumbai – 400020**

Subject: Declaration regarding Non-Blacklisting / No Termination by Government Organizations

I, [Name of the Authorized Signatory], aged [Age] years, S/o / D/o / W/o [Father's/Mother's/Spouse's Name], working as [Designation] of M/s [Name of the Firm/Company], having its registered office at [Full Address], do hereby solemnly affirm and declare that:

1. Our firm/company has never been blacklisted, debarred, or banned from participating in any tendering process by any Central/State Government Department, PSU, Autonomous Body, or Government Agency.
2. No contract awarded to our firm/company by any Government entity has ever been terminated due to breach of contract, non-performance, or fraudulent activity.
3. If any information submitted in this affidavit is found to be false or misleading, we understand that our bid is liable to be rejected and we may be debarred from future tenders in CGHS or other Government organizations, and any appropriate legal action may be initiated against us.
4. We undertake to immediately inform CGHS Mumbai if any such blacklisting, debarment, or termination is imposed on our firm/company during the validity of the contract, if awarded.

Date: _____

Place: _____

For and on behalf of
 M/s [Name of the Firm]

Signature: _____

Name: _____

Designation: _____

Seal of the Firm

Annexure – B**Tender Acceptance Letter***(To be submitted on the official letterhead of the bidder)***Date:** _____

To,
 The Additional Director,
 CGHS Mumbai,
 Prathishta Bhavan, 101, South Wing,
 M. K. Road, New Marine Lines,
 Mumbai – 400020

Sub: Acceptance of Terms & Conditions of Tender**Tender Reference No:** _____

Name of Tender/Work: Hiring of Chartered Accountant Firm for Consultancy Services for e-Filing of GST / TDS / Professional Tax for CGHS Mumbai – 2025–26

Dear Sir/Madam,

1. I/We have downloaded/obtained the tender document(s) for the above-mentioned tender/work.
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from **Page No. ____ to ____**, including all annexures, schedules, and other enclosures which form part of the tender document, and I/We agree to abide by the terms/conditions/clauses contained therein.
3. I/We acknowledge that corrigendum(s)/addendum(s), if any, issued from time to time by CGHS Mumbai have been taken into account while submitting this acceptance letter.
4. I/We hereby **unconditionally accept** the tender conditions of the above-mentioned tender document(s)/corrigendum(s) in **entirety**.
5. In case any provision of this tender is found to be violated after submission, CGHS Mumbai shall be free to reject our bid and forfeit the Performance Security without prejudice to any other legal or contractual remedies.

Yours faithfully,**(Signature of the Bidder with Official Seal)**

Name: _____

Designation: _____

Name of Firm: _____

Contact Details: _____

Annexure – C**Form of Bid-Security Declaration***(To be submitted on the letterhead of the bidder)***Date:** _____

To
 The Additional Director,
 CGHS Mumbai
 Prathishta Bhavan, 101, South Wing,
 M. K. Road, New Marine Lines,
 Mumbai – 400020

Ref: Tender Document No. _____ dated _____

We, the undersigned, declare the following:

1. We understand that bids must be supported by a **Bid-Security Declaration** in accordance with the tender conditions.
2. We accept that we will be **automatically suspended from being eligible to participate** in any contract with CGHS Mumbai for a period of **three (3) years** from the date of opening of this bid, if we are in breach of our obligations under the bid conditions, specifically in the following cases:
 - After being notified of the acceptance of our bid by CGHS Mumbai within the bid validity period:
 - **We fail or refuse to furnish the Performance Security** as specified in the tender conditions, OR
 - **We fail or refuse to sign the contract**, OR
 - **We modify our bid** during the period of validity.
3. We understand that this Bid-Securing Declaration shall expire if:
 - We are not the selected bidder and receive notification of the name of the successful bidder, OR
 - Twenty-eight (28) days after the expiration of our bid validity period or any extension thereof.
4. We understand that if the bid is submitted by a **Joint Venture (JV)**, this declaration shall be in the name of the **JV**. If the JV is not legally constituted at the time of bidding, then it shall be in the name of **all members named in the JV agreement**.

Signed this _____ **day of** _____, **20**

For and on behalf of M/s _____

Address: _____**Signature:** _____**Name:** _____**Designation:** _____*(Duly Authorized to Sign the Bid)*

CGHS Mumbai

Annexure – D**MANDATE FORM FOR COMPANIES***(To be submitted physically and also uploaded as part of Technical Bid)***Electronic Clearing Service (ECS) / Real Time Gross Settlement (RTGS/NEFT) Facility for Receiving Payment****Details of Account Holder (To be filled by the Bidder)**

S. No.	Particulars	Details to be Filled by Bidder
1.	Name of the Company	
2.	Bank Account No.	
3.	RTGS/NEFT Branch Code	
4.	Name of the Bank	
5.	Branch Name	
6.	Account Type	(Savings/Current/Other)
7.	MICR Code	
8.	BSR Code	
9.	Email ID of Company	
10.	PAN No. of Company	
11.	TAN No. of Company	
12.	Email ID of the Bank	
13.	Telephone No. of the Bank	
14.	Address of the Bank	

Date of Effect: _____

I hereby declare that the particulars provided above are true, correct, and complete. In case the transaction is delayed or not effected due to incomplete or incorrect information, I shall not hold CGHS Mumbai or the paying authority responsible. I have read the terms of the ECS/RTGS scheme and agree to discharge the responsibilities expected of me under the scheme.

Signature of the Authorized Signatory of the Company

(Name & Designation with Seal)

Date: _____

To be Certified by the Bank

We hereby certify that the above particulars are verified and found to be correct as per our records.

Bank Stamp with Date: _____

Signature of Authorized Bank Officer

(Name, Designation, and Official Seal)

Date: _____

Note: A **cancelled cheque** must be attached along with this form and bank verification.

Annexure – E**Vendor Details Form**

(To be submitted along with Bid Security Declaration and also uploaded as part of Technical Bid)

(To be printed on the letterhead of the bidder and submitted in typed form)

General Information

Field	Details (to be filled by the Bidder)
Name of the Firm	
PAN Number	
GSTIN Number	
TAN Number	
Address	
City	
Country	
District	
State	
PIN Code	
Mobile No.	
Phone No.	
Email ID	

Bank Details

Field	Details (to be filled by the Bidder)
Bank Name	
Account Number	
Bank Address	
IFSC Code	
NEFT Code	

Date: _____

Signature of the Vendor with Stamp

(Name & Designation)

Annexure – F**Indicative Volume of Work (Based on FY 2024–25 Data)**

The following table provides an **indicative reference** of the volume of entries and statutory returns processed in the previous financial year (2024–25). This data is being shared solely for the purpose of enabling bidders to understand the estimated workload and quote accordingly. The actual volume may vary during execution.

Sl. No.	Item Description	Approx. Volume (FY 2024–25)
1	Form 24Q (TDS Salary Return)	4,284 entries/year
2	Form 26Q (TDS Non-Salary Return)	1,71,091 entries/year
3	Form 16A (Non-salaried TDS certificates issued to vendors)	Approx. 210 entries per quarter
4	Form 16 A & B (Salaried employees' TDS certificates – annual)	357 employees
5	GST Filings (GSTR-1, 3B, 7 monthly + GSTR-9 annually)	Approx. 50 filings/month
6	Professional Tax (Consolidated monthly return covering all employees)	344 entries/month

Note: The above volumes are indicative only. Bidders should factor in possible increases or decreases based on operational demands during the contract period.

Annexure – G**Financial Bid Format***(To be submitted in Envelope II – Financial Bid Envelope only)***Note to Bidders:**

This annexure represents the structure of the Financial Bid. Bidders are required to submit their item-wise rate quotations **in typed form on the company's letterhead**, duly signed, stamped, and sealed in **Envelope II – Financial Bid Envelope**. No prices should be quoted in the Technical Bid.

Price Schedule – Item-wise Quotation

Sl. No.	Item Description	Unit	Quoted Rate per Unit (INR)	Applicable GST (%)	Total Rate (Incl. GST)
1	Form 24Q (TDS Salary Return) – Fixed charge per return	Per Return (Quarterly)			
2	Form 24Q (TDS Salary Return) – Variable charge per record	Per Record			
3	Form 26Q (TDS Non-Salary Return) – Fixed charge per return	Per Return (Quarterly)			
4	Form 26Q (TDS Non-Salary Return) – Variable charge per record	Per Record			
5	Form 16A – TDS Certificate for Non-salaried Vendors	Per Certificate			
6	Form 16 A & 16 B – TDS Certificate for Salaried Employees	Per Employee			
7	GST Return Filing (GSTR-1, GSTR-3B, GSTR-7 monthly; GSTR-9 annually)	Per Return			
8	Professional Tax Filing (Consolidated for all employees)	Per Return			

Instructions to Bidders:

- The prices should include all components of service fees.
- GST must be shown separately.
- No overwriting or hand-filled entries will be accepted.
- Submitting any financial information in the technical envelope will lead to **immediate disqualification**.

Annexure – H**AGREEMENT**

(To be executed on ₹100/- Non-Judicial Stamp Paper)

This Agreement is made on this ___ day of _____, 20 , BETWEEN the **President of India**, acting through **Dr. _____**, **Additional Director, CGHS Mumbai**, Prathishtha Bhavan, New Marine Lines, Mumbai – 400020 (hereinafter referred to as the “**Government**”, which expression shall, unless repugnant to the context or meaning thereof, include his/her successors in office and assignees) of the **First Part**,

AND

M/s _____, having its **registered office at:**

acting through its **Proprietor / Partner / Director** (hereinafter referred to as the “**Vendor**”, which expression shall, unless repugnant to the context or meaning thereof, include its heirs, executors, administrators, successors, legal representatives, and assignees) of the **Second Part**.

WHEREAS:

- The Government invited **tenders on (DD/MM/YYYY)** under Tender ID: _____ for **Hiring of Chartered Accountant Firm for Consultancy on e-Filing of GST / TDS / Professional Tax, etc. for CGHS Mumbai for FY 2025–26**.
- The Vendor submitted its bid, and the Government accepted the offer based on the quoted rates and declared eligibility.
- The Vendor has agreed to provide the said services as per the scope defined in the tender document and in accordance with the General and Special Terms and Conditions of Contract.

The following documents form part of this agreement and are annexed hereto:

1. Tender Document including all annexures
 2. Offer Letter submitted by the Vendor
 3. Letter of Acceptance issued by CGHS Mumbai
-

NOW THIS AGREEMENT WITNESSETH AS UNDER:

That the Vendor shall render professional services to CGHS Mumbai as per the agreed scope of work, covering e-filing of statutory returns (GST, TDS, PT), generation of TDS certificates, and other consultancy support, strictly in accordance with the terms and conditions set forth in the tender document and this agreement.

Any change in address or communication details of either party shall be informed **in writing** without delay.

IN WITNESS WHEREOF, the parties hereto have set their respective hands and seals on the day, month, and year first written above.

For and on Behalf of the President of India

CGHS Mumbai

Signature: _____

Dr. _____

Additional Director, CGHS Mumbai

In the presence of:

1. _____ (Name & Signature)

2. _____ (Name & Signature)

For and on Behalf of the Vendor

M/s _____

(Signature of Authorized Representative)

Name: _____

Designation: _____

In the presence of:

1. _____ (Name & Signature)

2. _____ (Name & Signature)

Annexure – I**PERFORMANCE BANK GUARANTEE (PBG)**

(For an amount of ₹10,000/- for the services to be provided under the contract with CGHS Mumbai)

To,

The President of India

Through **Additional Director, CGHS Mumbai**

WHEREAS (*Name of successful bidder*), hereinafter called the “Successful Bidder,” has undertaken the contract no. _____ dated _____, **20** for providing **consultancy services for e-filing of GST / TDS / Professional Tax etc. for CGHS Mumbai** (hereinafter called “the Contract”) in pursuance of Tender Document dated _____ issued by CGHS Mumbai.

AND WHEREAS it is one of the conditions of the tender document that the successful bidder shall submit a performance security of ₹10,000/- (Rupees Ten Thousand only) from a Scheduled Bank for the due performance of obligations under the contract.

AND WHEREAS we (*Name of the Bank*), have agreed to give the Government of India a guarantee as hereinafter contained:

NOW THEREFORE, we hereby affirm that we are the guarantor and responsible to you, on behalf of the successful bidder, up to a total sum of ₹10,000/- (Rupees Ten Thousand only). We undertake to pay you, upon your first written demand declaring the successful bidder to be in default under the contract, any sum or sums within the limit of ₹10,000/- without your needing to prove or show the grounds or reasons for your demand or the sum specified therein.

We further agree that:

- Your decision as to whether the successful bidder is in default shall be final and binding.
- You shall have the sole right to vary the terms and conditions of the contract or to extend the time or period of compliance, without affecting our liability under this guarantee.
- This guarantee shall not be affected by any change in the constitution of the bidder or the bank.

This guarantee shall come into force immediately and shall remain valid for a period of **60 days beyond the validity of the contract** or until released by CGHS Mumbai as per the contract conditions.

Any notice or demand served to our branch address mentioned below shall be deemed duly received and binding.

Signed and sealed this _____ day of _____ 20__ at _____.

SIGNED, SEALED AND DELIVERED

For and on behalf of (*Name of the Bank*)

By:

(Signature)

(Name: _____)

(Designation: _____)

(Address: _____)

CGHS Mumbai