

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	26-02-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	26-02-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Personnel Public Grievances And Pensions
विभाग का नाम/Department Name	Department Of Personnel And Training
संगठन का नाम/Organisation Name	Staff Selection Commission (ssc)
कार्यालय का नाम/Office Name	Regional Director Central Region
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Offsite; Chartered Accountant
अनुबंध अवधि /Contract Period	2 Year(s)
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes   Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Certificate (Requested in ATC),Additional Doc 1 (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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या / Minimum number of bids required to disable automatic bid extension	1

बिड विवरण/Bid Details	
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	200000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / <b>Financial Document Indicating Price Breakup Required</b>	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

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

एडवाइजरी बैंक/Advisory Bank	PUNJAB NATIONAL BANK
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	6

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

#### लाभार्थी /Beneficiary :

Regional Director  
Regional Director Central Region, Department of Personnel and Training, Staff Selection Commission (SSC),  
Ministry of Personnel Public Grievances and Pensions  
(Regional Director, Ssc Prayagraj)

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

**एमआईआई अनुपालन/MII Compliance**

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within  $L-1+ 15\%$  of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM\\_No.1\\_4\\_2021\\_PPD\\_dated\\_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
6. 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.

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

Scope of Work:[1770285776.pdf](#)

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

### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Offsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	ICAI registered
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	0 - 3 Years
<b>एडऑन /Addon(s)</b>	

### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

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

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Bijendra Kumar Srivastav	211002,Regional Director Staff Selection Commission; 21-23 Lowther Road	1	• Number of Months : 24

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

#### 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. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

#### 3. Buyer Added Bid Specific ATC

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

#### 4. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

## 5. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

Regional Director, Staff Selection Commission (CR) Prayagraj  
payable at  
Prayagraj

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

## अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. 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.
17. 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

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

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 कार्यवाई का आधार होगा।/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.

**---धन्यवाद/Thank You---**



Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel & Training  
O/O Regional Director (Central Region)  
STAFF SELECTION COMMISSION,  
Kendriya Sadan, 34-A, M.G. Marg Civil Lines, Prayagraj (Uttar Pradesh)- 211001  
Web address: www.sscrr.gov.in

Tel: 0532-2406000, 2970491 Fax: 0532-2970492

**NOTICE TENDER**

FOR

**"HIRING OF CHARTERED ACCOUNTANT FIRM"**

FOR USE IN

O/o The Regional Director (Central Region)  
Staff Selection Commission, Prayagraj

Tender No: D-D.32011/1/2026-ADMIN

Dated: 05/02/2026

बी० के० श्रीवास्तव  
B. K. SRIVASTAVA  
उप निदेशक  
REGIONAL DIRECTOR  
कर्मचारी चयन आयोग (म०क्ष०)  
STAFF SELECTION COMMISSION (CR)  
प्रयागराज Prayagraj



# INDEX

<b><u>SN</u></b>	<b><u>PARTICULAR</u></b>	<b><u>PAGE NO.</u></b>
1	NOTICE INVITING TENDER	3
2	CHECK LIST FOR BIDDERS	4
3	ANNEXURE-I – GENERAL INSTRUCTIONS , TERMS AND CONDITIONS	5-8
4	ANNEXURE-II – TERMS OF REFERENCE (SCOPE OF WORK/SERVICES)	9
5	ANNEXURE-III – BIDDERS'S DETAILS	10
6	ANNEXURE-IV - PROFORMA FOR NO NEAR RELATIVE (S) OF THE CONTRACTOR WORKING IN STAFF SELECTION COMMISSION (CENTRAL REGION), PRAYAGRAJ-211001	11
7	ANNEXURE-V – DECLARATION REGARDING BLACKLISTING/ NON-BLACKLISTING	12
8	ANNEXURE- VI – FINANCIAL BID	13

  
 बी० के० श्रीवास्तव  
 B. K. SRIVASTAVA  
 उप निदेशक  
 DEPUTY DIRECTOR  
 कर्मचारी चयन आयोग (म०क्षेत्र०)  
 STAFF SELECTION COMMISSION (CR)  
 प्रयागराज Prayagraj



Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel & Training  
O/o Regional Director (Central Region)  
STAFF SELECTION COMMISSION,  
Kendriya Sadan, 34-A, M.G. Marg, Civil Lines, Prayagraj (Uttar Pradesh)-211001

**NIT No: D-D.32011/1/2026-ADMIN**

**Dated: 05/02/2026**

**NOTICE INVITING TENDER**

Tenders are invited through Government-e-Marketing on behalf of the President of India from reputed, experienced and financially sound Companies/Firms/Agencies for GST/TDS filing and IT-Return filling of employees of this Office.

The schedule of activity is as follows:

SN	Activity Description	Time Schedule
1	Date of Uploading of Bid on GeM	05 <sup>th</sup> February, 2026
2	Last date for submission/ uploading of bid on GeM	As per GeM
3.	Services to be offered	Hiring of Chartered Accountant firm for filling of GST/TDS and IT-Return of employees
4	Duration of contract	Two Years from the date of award of contract, with Provision for extension for one more year.
5	Estimated Cost of tender	Rs. 2,00,000/-
6	Amount of EMD to be deposited	Rs. 5,000/-

EMD for units registered under SPRS of National Small Industries Corporation (NSIC) for MSME's is exempted, subject to attaching valid supporting certificate.

The interested Companies/ Firms/ Agencies may upload their tender on GeM with all necessary documents (As mentioned in clause 19 of Annexure-I) along with copy of Draft of Earnest Money Deposit. Original copy of Bank Draft of Earnest Money Deposit will be submitted in the office of Regional Director, Staff Selection Commission (Central Region), Prayagraj immediately after opening of technical bid on GeM.

  
Deputy Director (Administration)  
SSC (CR), Prayagraj

  
B. K. SRIVASTAVA  
उप निदेशक  
DEPUTY DIRECTOR  
कर्मचारी चयन आयोग (मंडलीय)  
STAFF SELECTION COMMISSION (CR)  
प्रयागराज Prayagraj

**CHECK LIST FOR BIDDERS**

SN	Documents	Yes/No/(N/A)
1.	Copy of Earnest Money Deposit in the form of Demand Draft in favour of Regional Director, Staff Selection Commission (Central Region), payable at Prayagraj has been uploaded on GeM Portal and Original has been submitted in the office of Staff Selection Commission (CR), Prayagraj	
2.	Whether the contracting firm/ agency/ company is registered with appropriate authorities and Self Attested copy of Registration has been uploaded on GeM Portal?	
3.	Whether Self Attested copy of <b>GST Registration</b> has been uploaded on GeM portal?	
4.	Whether Self Attested Copy of <b>PAN Card</b> has been uploaded on GeM portal?	
5.	Whether Self Attested Copy of <b>ICAI Registration</b> has been uploaded on Gem portal?	
6.	<b>Income tax return</b> of the last three financial years has been uploaded on GeM Portal?	
7.	Whether Bidder's Profile is filled up (Annexure-III )	
8.	<b>Certificate on Rs.20/- stamp paper notarized</b> , regarding no near relative is working in Staff Selection Commission (Central Region), Prayagraj, <b>as per Annexure-IV</b> uploaded on GeM Portal)	
9.	<b>Certificate on Rs.20/- stamp paper notarized</b> , regarding Blacklisting and Non-Blacklisting of firm/company/agency as per <b>Annexure-V</b> uploaded on GeM Portal.	
10	Self Attested copy of Partnership Deed or Proprietorship deed / Memorandum of Association / Articles as applicable.	
11.	Tender document(s), duly filled and signed by tenderer or his authorized representative along with seal on each page. All corrections and overwriting must be initialed with date by the tenderer or his authorized representative uploaded on GeM Portal.	
12	Original " <b>Power of Attorney</b> " in case person other than the tenderer has signed the tender documents uploaded on GeM Portal.	



बी० के० श्रीवास्तव  
B. K. SRIVASTAVA  
उप निदेशक  
DEPUTY DIRECTOR  
कर्मचारी चयन आयोग (मंडळी)  
STAFF SELECTION COMMISSION (CR)  
प्रयागराज Prayagraj



**GENERAL INSTRUCTION, TERMS AND CONDITIONS**

**1 DEFINITIONS**

1.1. The CONTRACT means the documents forming the tender and acceptance thereof and the formal agreement executed between SSC and the CONTRACTOR together with the documents referred to therein including TENDER NOTICE, GENERAL INSTRUCTIONS, SPECIAL TERMS & CONDITIONS, CONDITIONS OF CONTRACT, ADDITIONAL CONDITIONS, TENDER SCHEDULE, instructions issued from time to time by the Competent Authority and all these documents taken together shall be deemed to form one contract and shall be complimentary to one another.

1.2. In the CONTRACT, the following expressions shall unless, where the context otherwise required, have the meaning hereby respectively assigned to them:

The "SSC" means the Staff Selection Commission, and its successors.

The "COMPETENT AUTHORITY" means the Regional Director (Central region) SSC, PRAYAGRAJ-211001.

1.4. Parties: - The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and the Staff Selection Commission (Central Region), Prayagraj.

1.5. Addresses: For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address and contact number(s) by a separate letter sent by registered post with acknowledgement due to the SSC, Central Regional Office, Prayagraj. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address and contact number(s) in the aforesaid manner.

2. The tenderer must read carefully all the terms, conditions and specifications before filling up the tender schedule and his quotation/Bid.
3. In respect of the matters pertaining to this contract, tenderer shall not directly or indirectly bring or attempt to bring any political or outside influences or intervention through any association, union or organization. All disputes, differences, clarifications etc. arising out of this contract will be represented by tenderer himself or by his legal representative at Prayagraj only.
4. The Tenderer shall be bound by all terms, conditions and specifications as detailed in this tender document.
5. The quantities indicated in tender may increase or decrease in each category depending of required and the estimated cost of tender may vary  $\pm 25\%$ .
6. It may be noted that the tender notice is only for fixing a contract and shall not be construed as invitation to bid for providing the job i.e. there is no guarantee for award of work without assigning any reason whatsoever may be.
7. Any tenderer participating in this tender should make sure that he will be able to carry out the work in the contract.
8. It is implied that the tenderer has obtained all necessary information directly or indirectly affecting the contract such as legal stipulation, possible delays and hindrance or interference in executing the contract

and has satisfied him/her before making the offer. Unexpected difficulties or expenses shall NOT be considered excuses for difficulties in performing the contract. The rate quoted should take all factors into consideration.

9. The tenderer acknowledges that he assumes all risks contingent upon the nature of the contract to be actually encountered by him in executing the contract, even though such actual conditions may result in the tenderer performing more or less work than that originally anticipated.
10. The tenderers who are confident of executing the contract in time by employing the required resources, manpower and materials should only participate in this tender offer.
11. The tender schedule shall be read in conjunction with General Instructions, Specification, Special terms and Conditions, Conditions of Contract and Additional Conditions if any. The tenderer shall be deemed to have carefully examined all these documents. It is further understood and agreed that the tenderer by careful examination satisfied himself with the terms and conditions of the tender document.
12. Earnest Money Deposit : EMD of Rs. 5,000.00 (Rupees Five Thousand only) in the form of Demand Draft drawn on any Nationalized Bank or Scheduled Bank, copy uploaded along with other document on GeM and original Demand Draft of EMD will be submitted in the office of Regional Director, SSC (CR), Prayagraj immediately after opening of technical bid. The Demand Draft shall be in favour of Regional Director, Staff Selection Commission (CR), Prayagraj. The Earnest Money Deposit of the successful bidder shall be refunded after receipt of Security Deposit and the DDs of unsuccessful bidder/s will be refunded within 30 days after the finalization of the contract. No interest will be paid on EMD by SSC till the entire process is complete in all respects.
  - a) No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by the SSC in respect of any previous work will be entertained.
  - b) Tenderer /Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer/bidder fails to comply with the stipulations made therein or backs out after quoting the rates, the aforesaid demand draft will be forfeited by the SSC.
  - c) The tender without Earnest Money Deposit will be summarily rejected.
  - d) No claim shall lie against the SSC in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
13. **Preparation and submission of Tender:** The tender should be uploaded in two parts namely, **Technical Bid** along with Earnest Money Deposit and **Financial Bid** (in form given at Annexure-VI) and each should be uploaded in a separate technical with technical document and financial with financial document.
14. **Tender Form Fees and EMD for units registered under SPRS of National Small Industries Corporation (NSIC) for MSME's is exempted, subject to uploading valid supporting certificate on GeM portal.**
15. The tenderer shall quote the rate in English or Hindi only, both in words and figures only in the manner as specified for every mentioned item separately.
16. **Technical Bid:** The Technical bid should be submitted as per clause 19 of Annexure-I along with the Earnest Money Deposit (Bid Security).
17. **Financial Bid:** The Financial/Commercial Bid should be uploaded as per Annexure-VI. The Financial Bids of those tenderers, who are found technically competent, will be opened on a specified date.

बी० के० श्रीवास्तव  
B. K. SRIVASTAVA  
उप निदेशक  
DEPUTY DIRECTOR  
कर्मचारी चयन आयोग (म०डी०)  
STAFF SELECTION COMMISSION (CR)  
प्रयागराज Prayagraj



18. Validity of the Bids: The bids shall be valid for a period of 90 days from the date of opening of the tenders.

19. **The following documents must be uploaded on GeM Portal by the bidder with Technical bid:-**

- a) The contracting firm/ agency/ company should be registered with appropriate authorities and Self Attested copy of registration (to be uploaded on GeM Portal).
- b) Self Attested copy of **GST Registration** certificate issued by competent authority (to be uploaded on GeM Portal).
- c) Self Attested Copy of **PAN Card** (to be uploaded on GeM Portal).
- d) Self Attested Copy of ICAI Registration Certificate (to be uploaded on GeM Portal).
- e) **Income tax returns** of the last three financial years (to be uploaded on GeM Portal).
- f) Bidder's profile as per **Annexure-III** (to be uploaded on GeM Portal).
- g) **Certificate on Rs.20/- stamp paper notarized**, regarding no near relative is working in Staff Selection Commission (Central Region), Prayagraj, **as per Annexure-IV** (to be uploaded on GeM Portal).
- h) **Certificate on Rs.20/- stamp paper notarized**, regarding Blacklisting and Non- Blacklisting of firm/company/agency as per **Annexure-V** (to be uploaded on GeM Portal).
- i) Self Attested copy of Partnership Deed or affidavit in original regarding sole proprietorship in case of proprietorship firm / Memorandum of Association / Articles as applicable (to be uploaded on GeM Portal).
- j) Tender document(s), duly filled and signed by tenderer or his authorized representative along with seal on each page. All corrections and overwriting must be initialed with date by the tenderer or his authorized representative (to be uploaded on GeM Portal).
- k) Original **"Power of Attorney"** in case person other than the tenderer has signed the tender documents (to be uploaded on GeM Portal).
- l) Copy of Earnest Money Deposit in the form of Demand Draft in favour of Regional Director, Staff Selection Commission (Central Region), payable at Prayagraj (to be uploaded on GeM Portal). Original copy must be submitted in the office of Staff Selection Commission (CR), Prayagraj

**Evaluation of Tender:**

The bidder should fill the rate including all taxes on GeM Portal and also upload Financial Bid in Annexure-VI duly filled and signed on GeM Portal. Without uploading financial bid (in Annexure-VI) the bid will be rejected and EMD will be forfeited.

**20. SIGNING OF THE CONTRACT AGREEMENT**

The successful tenderer shall be required to enter into an Agreement with SSC within 07 (Seven) working days of being called upon on a non-judicial stamp paper of Rs. 100/- (One hundred only) at his own cost and in the form annexed hereto to this effect. Such agreement must conform to all the terms and conditions of NIT and other such condition in the tender offer as may be agreed upon by RD (CR) SSC PRAYAGRAJ.

21. Duration of the contract will be for **two** years initially, extendable up to one more year with same terms & conditions if performance or service is found satisfactory on review after every year. The contract so awarded can be terminated by SSC at any time without any notice or conveying any reason therefore.

22. **Security Deposit:** The successful tenderer shall furnish Demand Draft of Rs 10,000/- (Rupees Ten Thousand only) in favour of **Regional Director, Staff Selection Commission (CR)] Prayagraj**, payable at Prayagraj towards Security Deposit within 7 days from the date of acceptance of the tender. The Earnest Money Deposit of the successful firm shall be refunded after receipt of Security Deposit.



23. The Demand Draft submitted towards EMD/Security Deposit will be forfeited by the order of the Competent Authority of SSC in the event of any breach or negligence or non-observance of any terms/condition of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Demand Draft as may be considered by the Staff Selection Commission sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

**24. Penalty:**

- a) For any breach of contract, the Staff Selection Commission (Central Region), Prayagraj shall be entitled to impose a penalty to the extent of Rs. 1,000/- on the 1st occasion upon the contractor in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of the SSC (CR).
- b) If the lapse is repeated again, the extent of penalty will be doubled on each such occasion. The decision of the said Officer in this regard shall be final and binding upon the contractor.

**25. Terms of payment:**

- a) No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
  - b) The contractor shall submit machine numbered bill in the first week of following month in respect of work executed in previous month for sanction of the amount of bill and passing the bill for payment. Each bill preferred by the contractor should have printed detail of GST Registration No./PAN or TAN on the bill.
  - c) All payments shall be made by e-payment only after deducting appropriate taxes at source as per Government rules and guidelines as may be prevailing at the time of payment.
  - d) Office of SSC shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties imposed by the SSC, if any.
  - e) The term 'payment' mentioned in this Para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
  - f) Wherever applicable all payments will be made as per schedule of payments only.
26. In case of any dispute between the Agency and SSC (CR), Regional Director (CR), Staff Selection Commission, Prayagraj shall have the right to decide. However, all matter of jurisdiction shall be at the local courts located at Prayagraj.



**TERMS OF REFERENCE (SCOPE OF WORK/SERVICES)**

The Contracting Agency shall render the services as mentioned below:

1. Compilation, filing of TDS return and technical resolution of all the TDS related matters, if any, TDS related assessment both in the cases of receivable and payable, if any (already having TAN No).
2. Compilation of GST Input on monthly basis so that tax is deposited. Filing of GST return and compile with all the GST related matters with GST authority (already having GST No. And paying GST regularly). To provide necessary guidance on GST Rules and for availing of credit rules and related action and filling requisite returns with prescribed time limit.
3. Compilation and tabulation of GST, Professional Tax and TDS payable.
4. Preparation of TDS Certificate on behalf of BIS quarterly basis for the issue to the parties (there will be limited in this regard).
5. Checking of appropriateness of tax deduction at source from payments made to parties, its timely deposition and filing of requisite return by due date and guidance of TDS matters.
6. Filling of IT-Return of employees of SSC (CR).

**Additional Terms & Conditions**

1. It is mandatory for the bidding Chartered Accountant Firm(s) to have their head office at Prayagraj, Uttar Pradesh.
2. The Firm should have at least one Chartered Accountant employed/Partner (Full time) with the firm.
3. Sub-letting of work to any other CA firm/person is not allowed under any circumstances.
4. Bidding CA firm and/or its proprietor/partner/CA employees should not have been debarred from practice or subject to any disciplinary action at any time by the Institute of Chartered Accountant of India. A self declaration to this effect on the letter head of the firm is required to be submitted.
5. Bidder may visit the office of SSC (CR) between 11.00 AM to 05.00 PM on any working day except Saturday, Sunday and public holiday to get clarification on providing Accounting Services.
6. Bid Notice and the General Terms & Conditions shall form the part of the Contract.
7. The Commission reserves the right to suitably increase/reduce the scope of the work put to this Bid.



**BIDDER'S DETAILS**

1. Name of Tendering Company/ Firm / Agency (Attach certificate of registration) :
2. Name of proprietor / Director of Company/Firm/agency :
3. Full Address of Reg. Office with Telephone No., FAX No. & E-Mail :
4. Full address of Operating/Branch Office with Mobile No. & E-Mail :
5. PAN / TAN No. (Attach Self Attested copy) :
6. GST Registration No. (Attach Self Attested copy) :
7. ICAI Registration No. (Attach Self Attested copy) :
8. Details of Turnover in each of last three financial years :
9. Self Attested Copy of experience certificate/ work order for providing similar services to at least one central government – ministry/department/organization/institution/body for at least 3 years in the last 5 financial year(s). The summary of that can be tabulated in the given format in chronological order:--

S.No.	Details of client along with address, telephone and Mobile number	Nature of the contract	Contract value (In Rs.)	Duration of Contract	
				From (dd/mm/yy)	To (dd/mm/yy)
1					
2					
3					

(If the space provided is insufficient, a separate sheet may be attached)

10. Additional information, if any (Attach separate sheet, if required)

Date:

Name:

Place:

Signature of authorized person

Seal:

**PROFORMA FOR NO NEAR RELATIVE (S) OF THE CONTRACTOR WORKING IN STAFF SELECTION  
COMMISSION (CENTRAL REGION), PRAYAGRAJ-211001**

**(To be executed on Rs.20/- Stamp paper & attested by Public Notary/Executive Magistrate by the  
bidder)**

I ..... S/O Sh.....  
..... R/o.....

Hereby certify that none of my relative (s) as defined in the tender document is/are employed in Staff Selection Commission, PRAYAGRAJ-211001 as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, SSC shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

The near relative (s) means:

Signature of the tenderer with seal\*

- Members of a Hindu Undivided family;
- They are husband and wife.
- The one is related to the other in manner as father, mother, son(s) & son's wife (daughter-in-law), Daughter (s) & daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

**In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.**

Signature of the tenderer with seal\*

**DECLARATION REGARDING BLACKLISTING/ NON-BLACKLISTING BY SSC/ ANY OTHER GOVT. DEPT  
FROM TAKING PART IN GOVT. TENDER**

**(To be executed on Rs.20/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)**

I / We Proprietor/ Partner(s)/ Director(s) of M/S. ----- hereby declare that the firm/company namely M/S.-----has not been blacklisted or debarred in the past by SSC or any other Government organization from taking part in Government tenders.

**Or**

I / We Proprietor/ Partner(s)/ Director(s) of M/S. ----- hereby declare that the firm/company namely M/S.-----was blacklisted or debarred by SSC, or any other Government Department from taking part in Government tenders for a period of ----- years w.e.f.----- . The period is over on -----and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by O/o RD (CR) PRAYAGRAJ-211001, and EMD/SD shall be forfeited.

In addition to the above O/o RD (CR), PRAYAGRAJ-211001, will not be responsible to pay the bills for any uncompleted / partially completed work.

Signature -----

Name -----

Capacity in which as signed: -----

Name & address of the firm: -----

-----

Date:

**Rubber Seal of the firm should be Affixed.**

बी० के० श्रीवास्तव  
B. K. SRIVASTAVA  
उप निदेशक  
DEPUTY DIRECTOR  
कर्मचारी चयन आयोग (म०शे०)  
STAFF SELECTION COMMISSION (CR)  
प्रयागराज Prayagraj



**FINANCIAL BID****1. For Daily Basis**

S.No.	Description	Rate (including all Taxes except Toll Taxes for outstation)	
		In figure	In word
1.	Professional Fee for service as per Scope of Work mentioned in Tender including all charges and cost (for FY 2026-27 and FY 2027-28)		
	Add: Taxes and duties		
	<b>Total</b>		

Note:-

- a) Fee is including all kind of charges to render services. No any other charges except this Fee shall be paid to perform the scope.
- b) We have read all the terms and conditions with respect to financial bid as outlined in the RFP and abide ourselves with the terms and conditions.
- c) Financial bid shall be submitted online in financial bid section of GeM portal only and also upload the Annexure-VI duly filled and signed on GeM portal. Without uploading the same the bid will be rejected and EMD will be forfeited.

Signature of Firm Proprietor/Bidder

Name:.....

Rubber stamp.....

Date:

Place: