

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	23-02-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	23-02-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Statistics And Programme Implementation
विभाग का नाम/Department Name	Department Of Statistics And Programme Implementation
संगठन का नाम/Organisation Name	Department Of Statistics And Programme Implementation
कार्यालय का नाम/Office Name	Computer Centre
वस्तु श्रेणी /Item Category	Financial Advisory Services - Offsite; Tax Advisory
अनुबंध अवधि /Contract Period	1 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
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	Experience Criteria,Bidder Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (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 मेन् 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 विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b>	1
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	70000
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
-------------------	----

#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	15

(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 :

Pay and Account Officer  
Pay and Account Office, East Block-6, R K Puram  
(Pay And Account Officer)

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

#### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
-------------------------------	-----

#### 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

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. 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.
6. 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.
7. 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.
8. 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.

9. 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.

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

**Number of years of experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions.:**As per scope of work

**Number of XX qualified professionals in full time employment at senior level with experience in handling similar or relevant projects.:**As per scope of work

**Scope of work to be uploaded by buyer:**[1770981149.pdf](https://www.example.com/1770981149.pdf)

#### Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
17-02-2026 16:00:00	East Block-10, R K Puram, Delhi

#### Financial Advisory Services - Offsite; Tax Advisory ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Offsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing Income Tax Returns , Filing TDS , Filing GST , Support for Tax Assessment
Financial Advisory Reports	Yes
Frequency of Progress Report	as per requirement
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	certificate of ICAI
Total Experience of Professionals / Resources (In years)	3 - 5 Years
<b>एडऑन /Addon(s)</b>	
Post Financial Advisory Support	NA

## अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents

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

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Kushal Viraj	110066,DIID, Ministry of Statistics & PI, East Block 10, R.K. Puram,	Project / Lumpsum Based	N/A

### 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

### 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 कार्रवाई 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---**

**Hiring of services of Chartered Accountant for calculating and submission of taxation and related activities/matters.**

## 1. Background

Data Informatics and Innovation Division (DIID) is an attached office of the Ministry of Statistics & Programme Implementation (MoSPI) which is the nodal Ministry under Government of India. MoSPI is responsible for collection, compilation, and dissemination of official statistics on various parameter inter-alia Economic, Social and Demographic sectors. DIID is entrusted with responsibility of data dissemination and management of the products of MoSPI.

The proposed Chartered Accountant Services are required for Taxation related matters of DIID including calculation, reporting and submission.

## 2. Scope of Work

(i) Filing of quarterly returns of Income Tax (Form 24Q and Form 26Q) for two years i.e. F.Y. 2025-26 and F.Y. 2026-27; and

(ii) Revision of filed returns of previous years with the Income Tax Department to deal the matter of penalty and outstanding demands.

(iii) Issuing of Form 16 for employees of DIID. Tentative staff strength of the office is approx. 60.

(iv) Filing of GST returns at the end of every month.

## 3. PRE-QUALIFICATION REQUIREMENT (PQR)

S.No	Criteria
1.	Legal Entity: Bidder should have a legal status, as a single legal entity, must be incorporated and registered in India under The Companies Act, 1956 and The Companies Act, 2013 or a Limited Liability Partnership (LLP) registered under the Limited Liability Partnership Act, 2008 or The Indian Partnership Act, 1932 or Indian Proprietorship act.
2.	Bidder should have Certificates of valid GST and PAN
3.	Bidder should have Average Annual Turnover during the last three financial years ending March 2025 $\geq$ Rs. 2.5 lakhs. The turnover should be only from Indian operations.

	MSE or Start-ups are exempted from the condition of having Average Annual Turnover during the last three financial years ending March 2025 $\geq$ Rs. 2.5 lakhs.
4.	Bidder shall have presence in National Capital Region (NCR). Office address at NCR may also be provided in the proposal.
5.	The Bidder should not be, blacklisted by any Department/ Ministry of Govt. of India/ State Government/ firm/ autonomous organization/ statutory bodies/ Public Sector Undertaking/ Public Sector Banks in last 5 years.
6.	The Bidder should have experience of minimum 5 years in requisite activities as per RFP as on 31.03.2025.

#### 4. SUBMISSION OF TECHNICAL BIDS

The bidder should upload the scanned copy of the following documents duly signed by the authorized signatory as part of the Technical Bid:

S.No	Criteria	Documents to be submitted
1.	Legal Entity: Bidder should have a legal status, as a single legal entity, must be incorporated and registered in India under The Companies Act, 1956 and The Companies Act, 2013 or a Limited Liability Partnership (LLP) registered under the Limited Liability Partnership Act, 2008 or The Indian Partnership Act, 1932 or Indian Proprietorship act.	Valid Certificate of Incorporation/registration as per the statute under which the bidder is incorporated/registered indicating the dates of incorporation / Registration.
2.	Bidder should have Certificates of valid GST and PAN	Valid PAN Card, GST Registration Certificate
3.	Bidder should have Average Annual Turnover during the last three financial years ending March 2025 $\geq$ Rs. 2.5 lakhs. The turnover should be only from Indian operations.	Turnover certificate from authorised signatory of bidder firm for previous three FY ending March 2025 i.e. FY 2024-25, FY 2023-24 and FY 2022-23.
4.	Bidder shall have presence in National Capital Region (NCR). Office address at NCR may also be provided in the proposal.	Copy of Lease agreement or ownership Proof may be submitted as a proof of having presence in the National Capital Region (NCR), with office address in NCR .
5.	The Bidder should not be blacklisted by any Department/Ministry of Govt. of India / State Govt / firm /autonomous organization /	An Affidavit on Rs. 100 stamp paper duly notarised by Notary stating:  <i>“Bidder/ firm has not been blacklisted by any Organisation/ Department/ Ministry of Government of India/ State</i>

	statutory bodies / Public Sector Undertaking / Public Sector Banks.	<i>Government/ firm/ autonomous organization/ statutory bodies/ Public Sector Undertaking/ Public Sector Banks in the last three years”</i>
6.	The Bidder should have experience of minimum 5 years in requisite activities as per RFP as on 31.03.2025.	Work completion Certificates from Client / customer along with work orders after 01.04.2020 till 31.03.2025 mentioning the total value and details including scope of the contract.  OR  Certificate from Authorized signatory /Chartered Accountant / Cost Accountant /Company Secretary certifying that " the firm has the experience of minimum 5 years as on 31.03.2025 in providing CA services to clients / customers"

## 5. Purchase Preference Policies of the Government

This office (DIID) reserves its right to grant preferences to eligible Bidders under various Government Policies/ directives (policies relating to Make in India; MSE; Start-ups etc.) issued by the government from time to time.

- 1) Bidders from Micro and/ or Small Enterprises (MSEs) under Public Procurement Policy for the Micro and Small Enterprises (MSEs) Order, 2012 as amended from time to time.
- 2) Start-ups Bidders as per the orders issued by Ministry of Finance, Department of Expenditure, Public Procurement Division from time to time and subsequent clarifications; and/ or
- 3) Any other category of Bidders, as per any Government Policies, announced from time to time, if so provided in the Bid document.
- 4) MSEs or Start-ups bidders will be evaluated as per the Technical Evaluation Criteria. The exemption will be only for Pre-Qualification Requirement (PQR) as per Govt of India rules.

## 6. Pre-bid Conference:

Yes. Date, time and venue will be communicated through GeM.

## 7.Submission of Bids:

- 1) Bids must be uploaded till the deadline for submission mentioned in the Bid Document on GeM portal.
- 2) No manual Bids shall be made available or accepted for submission. Bidder must comply with the conditions of the GeM portal, including registration. In case of downloaded documents, Bidder must not make any changes to the contents of the documents while uploading, except for filling in the required information.

### 8.1 Bid Opening

Bids received shall be opened online at the specified date and time given in the Bid Document generated by GeM.

### 8.2 Disclaimers and Rights of Buyer Department

The issue of the Tender/ Bid Document does not imply that the Buyer is bound to select bid(s), and it reserves the right, without assigning any reason thereof, to:

- a) reject any or all of the Bids, or
- b) cancel the Bid process; or
- c) abandon the procurement of the Services; or
- d) issue another tender for identical or similar Services.

## 9. Tender/ Bid Information Summary

<b>Tender/ Bid Information Summary</b>			
<b>9.1 Basic Tender/ Bid Details</b>			
<b>Tender Title</b>	Hiring of services of Chartered Accountant for calculating and submission of taxation and related activities/matters.		
<b>Tender Type</b>	Bidding through GeM portal	<b>Form of Contract</b>	Hiring of services of Chartered Accountant for calculating and submission of taxation and related activities/matters.
<b>Tender Category</b>	Hiring of services of Chartered Accountant for calculating and submission of taxation and related activities/matters.		
<b>Bidding System</b>	Bidding through GeM portal	<b>Price Structure</b>	As per GeM formula for the above-mentioned title.
<b>The Procuring Organisation:</b>	DIID, MoSPI , Government of India		
<b>Address</b>	DIID, East Block 10, R.K. Puram, New Delhi-110066		
<b>9.2 Requirement Details</b>			
<b>Contract Period:</b>	1 year	<b>Consignee/ State:</b>	Delhi

<b>Service Details:</b>	As per scope		
<b>9.3 Critical Dates</b>			
<b>Published Date</b>	As per GeM Bid Document	<b>Bid Validity (Days from the date of Bid Opening)</b>	120 Days
<b>Clarification Start Date &amp; Time</b>	As per GeM policy	<b>Clarification End Date &amp; Time</b>	As per GeM policy
<b>Bid Submission Start Date &amp; Time</b>	As per GeM Bid Document/ GeM policy	<b>Bid Submission Closing Date &amp; Time</b>	As per GeM Bid Document/ GeM policy
<b>Bid Opening (techno-commercial bid) Date &amp; Time</b>	10 Days from the date of publishing	<b>Bid Opening (Financial bid) Date &amp; Time</b>	To be intimated later through GeM portal.
<b>9.4 Eligibility to Participate</b>			
<b>Nature of Bidders eligible</b>	a) Registered Proprietorship Firm/ Partnership Firm/ Company with at least one office (Head Office/ Branch Office/ Regional Office etc.) in NCR.		
<b>9.5 Obtaining the Tender/Bid Document and clarifications</b>			
<b>eProcurement Portal and helpdesk for Document availability and submission</b>	GeM portal		
<b>Office/ Contact Person/ email for clarifications</b>	DIID, East Block 10, R.K. Puram, New Delhi-110066		
<b>9.6 Preparation and Submission and Opening of Bids</b>			
<b>Bids to be Addressed to</b>	As per the GeM Bid Document/GeM policy		
<b>Instructions for Online bid Submission</b>	As per GeM portal		
<b>Bid Opening Place</b>	GeM portal		

<b>Alternate Bids allowed or not</b>	Not allowed		
<b>9.7 Documents relating to Bid Security and Performance Security</b>			
<b>Performance Security</b>	3% of the bid value (as per applicable rules)	<b>Form of Security and to whom to be addressed</b>	Pay & Accounts Officer, Ministry of Statistics & Programme Implementation, East Block 6, R K Puram Delhi-110066
<b>Bid Security/ EMD</b>	NA		
<b>9.8 Service Charges</b>			
<b>Service Charges</b>	Not Applicable		
<b>9.9 Currency of Bid and payment</b>			
<b>Currency of bid and payment</b>	Indian Rupee (₹) Tenders, where prices are quoted in any other way, shall be rejected as non-responsive.		
<b>9.10 General Terms and Conditions</b>			
<b>General Terms and Conditions</b>	As per General Terms and conditions of GeM. (Latest version) ( <a href="https://gem.gov.in/page/detail/34">https://gem.gov.in/page/detail/34</a> ) and Miscellaneous Terms and conditions for services of GeM (Latest version) ( <a href="https://gem.gov.in/support/terms_conditions">https://gem.gov.in/support/terms_conditions</a> )		
<b>9.11 Time allowed for Technical Clarifications during Technical evaluation</b>			
<b>Time allowed for Technical Clarifications during Technical evaluation</b>	2 Days		
<b>9.12 Payment Terms</b>			
<b>Payment Frequency and other terms</b>	Payment shall be made on quarterly basis i.e. after completion of every quarter by the DIID. The bill submitted by the firm for quarterly payment must bear PAN and also GST details. No advance payment shall be made.		

## 10. COST OF THE BID

Bidders are required to submit price break-up as per Annexure-I

## 11. A . GENERAL CONDITIONS OF CONTRACT (GCC)

This Contract between the Seller and the Buyer, for the supply of Services, detailed in the schedule above, in accordance with the General Terms and Conditions (GTC) as available on the GeM portal (unless otherwise superseded by Services specific Special Terms and Conditions (STC) and/ or BID/ Additional Terms and Conditions (ATC), as applicable.

- Terms of delivery: Free Delivery at Site including loading/unloading. In respect of items requiring installation and / or commissioning and other services in the scope of supply (as indicated in respective product category specification / STC / ATC), and the cost of the same is also included in the Contract price.
- Contracted goods should be delivered at the consignee or designated delivery location as per the working time of the buying organisation. Seller may get the same confirmed from consignee before scheduling delivery.
- A copy of the contract should be available with the messenger / dispatching agency that delivers the Goods at consignee / delivery location (preferably pasted / attached outside the consignment / package) for easy reference and ease in delivery acceptance.
- Delivery period: The Delivery Period/Time shall be essence of the Contract and delivery must be completed not later than such date(s). Any modification thereto shall be mutually agreed and incorporated in the Contract as per the provisions of the GTC.
- Performance Security: If the Seller fails or neglects to observe or perform any of his obligations under the contract it shall be lawful for the Buyer to forfeit either in whole or in part, the Performance Security furnished by the Seller.
- Taxes and Duties: Contract Prices are **all inclusive** i.e. including all taxes, break up of GST shall be indicated by the successful Bidder while raising invoice/ bill on GeM. While submitting the bill/ invoice, the successful Bidder shall undertake that the Goods and Services Tax (GST) charged on this bill is not more than what is payable under the provision of the relevant Act or the Rules made there under and that the Goods on which GST has been charged have not been exempted under the GST Act or the Rules made thereunder and the charges on account of GST on these goods are correct under the provision of that Act or the rules made thereunder.
- Octroi Duty and / or other local taxes: Contract Prices are all inclusive hence no reimbursement over and above the contract price(s) shall be allowed to seller towards payment of local taxes (such as levy of town duty, Octroi Duty, Terminal Tax and other levies of local bodies etc).
- Limitation of Liability: The provisions of limitation of liability between Buyer and the successful Bidder as given in the GTC shall be applicable here.
- Resolution of disputes: The provisions of DISPUTE RESOLUTION BETWEEN BUYER AND SELLER as given in the GTC shall be applicable here.
- **Liquidated Damages:** If the Seller fails to deliver any or all of the Services within the original/re-fixed delivery period(s) specified in the contract, the Buyer will be

entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% per week or part of the week of delayed period as pre-estimated damages not exceeding 10% of the contract value without any controversy/dispute of any sort whatsoever. In case, Service Level Agreement (SLA) is applicable the same shall be applicable for the Contract.

- By participating in the bid, the Service Provider undertakes not to charge any money/fees/ deductions in whatever manner, name or form, or take any monetary/non-monetary considerations, or make any unlawful deductions from the compensation/salary of the manpower/employees/resources engaged by it and, to be deployed at the Buyer's site. The Service Provider further agrees that it will not indulge in any unethical practices and acknowledges that any non-compliance of the aforesaid undertaking will be treated as a material breach of the Contract, in which case the Buyer and GeM shall have the right to take appropriate independent actions including termination of the Contract and actions as per GeM Incident Management Policy.

## **B. SPECIAL CONDITIONS**

- The selected bidder will visit DIID at least every month end or as and when required and collect the data for filing of GST return, Income Tax returns etc and make the detailed scrutiny of the accounts so as to ensure that entries in the accounts are made as per requirements of GST law, Income Tax Law and any other related prevailing rules / guidelines of Govt of India in order to avoid any lapses by DIID in payment of Taxes.
- Provide advise / suggestion on Income Tax, TDS, GST etc related matters for understanding / resolution as and when required during the contract period.
- If required, the selected bidder will revise those returns also without any cost to DIID which has been filed by him for DIID after hiring the CA service of the bidder.
- The bidder will pursue the matter with Income Tax Dept and GST Dept in case of any such requirement / compliance arises during the contract period.
- The bidder will bear the transportation related expenses for the above purposes.

## **12. Breach of Contract**

The following conditions shall specify breach of contract and buyer shall have right to immediately terminate the contract.

- Cumulative penalties reach 10% of the contract value.

## **13. Contract Period**

The Contract Period for the aforementioned services is of One Year (1 year), unless terminated earlier, as per the contract. Contract may be extended on the basis of the request received from the bidder subject to approval of MoSPI on same terms and conditions as per the GeM contract subject to satisfactory performance of the successful Bidder.

## **14. Terminating Services Prior to End of Contract**

The DIID, MoSPI reserves the right to terminate the contract prior to its conclusion and the completion of the assignment at any time of the contract period without assigning any reason in writing with a notice period of 30 days.

## **15. Exit Management:**

At the time of closure / termination of the project, the agency will handover all the related material prepared during the tenure of services such as documents, presentation, video, images etc for the purpose of providing CA services to the HoO / DDO, DIID, MOSPI and obtain a certificate from HoO / DDO, DIID MOSPI to this effect.

## **16. Price Components**

- 1) All costs related to Personnel shall be based on the prevailing minimum wages and shall show applicable liabilities of EPF and ESI and other statutory allowances.
- 2) Bidder shall submit the bid price/quotation including all taxes and other charges as applicable/admissible as per GeM policy. Vendor/Bidder shall refer Annexure I attached with this RFP.

## **17. Preparation of Bids**

### **17.1 Language of the bid**

The bid submitted by the Bidder and all subsequent correspondence and documents relating to the bid exchanged between the Bidder and the buyer Department shall be written in English or the Official Language.

### **17.2 Cost of Bidding**

The Bidder(s) shall bear all direct or consequential costs, losses and expenditure associated with or relating to the preparation, submission, and subsequent processing of their Bids, including but not limited to preparation, copying, internet charges, digital signatures, charges towards certifications to be obtained from the Chartered Accountant/ Cost Accountant/ Company Secretary, or other authorities as applicable, etc. demonstrations, or presentations which the buyer department may require, or any other costs incurred in connection with or relating to submission of their Bids. All such costs, losses and expenses shall be borne by the Bidder(s), and the Buyer Department shall not be liable in any manner whatsoever for the same or bear any other costs, losses and expenses incurred by a Bidder(s) for participation in the Tender/Bid Process, regardless of the conduct or outcome of the Bidding process.

### **17.3 Interpretation of Provisions of the Bid Document**

The provisions in this Bid Document must be interpreted in the context in which these appear. Any interpretation of these provisions far removed from such context or other contrived or between-the-lines interpretation is unacceptable.

### **17.4 Quote Quantities/ Prices in both Numerals and Words**

Bids are liable to be rejected as nonresponsive if a Bidder:

- 1) fails to provide and/ or comply with the required information, instructions etc., incorporated in the Bid Document or gives evasive information/ reply against any such stipulations.
- 2) furnishes wrong and/ or misleading data, statement(s) etc. In such a situation, besides rejection of the bid as non-responsive, it is liable to attract other punitive actions under relevant provisions of the Bid Document for violation of the Code of Integrity.

## **16 Signing and Uploading of Bids**

### **17.1 Relationship between Bidder and GeM Portal**

The Buyer Department is neither a party nor a principal in the relationship between Bidder and the organisation hosting the GeM portal. Bidders must acquaint and train themselves with the rules, regulations, procedures, and implied terms and conditions/ agreements of the GeM Portal. Bidders intending to participate in this bid shall be required to register in the Portal. Bidders shall settle clarifications and disputes, if any, regarding the Portal directly with them. In case of conflict between provisions of the Portal with the Tender/Bid Document, provisions of the Portal shall prevail. Bidders may study the resources provided by the Portal for Bidders.

### **17.2 Signing of bid**

The individual signing/ digitally signing the bid or any other connected documents should submit an authenticated copy of the document(s), which authorizes the signatory to commit and submit bids on behalf of the bidder as per GeM policy.

### **17.3 Submission/ uploading of Bids**

- a. No manual Bids shall be made available or accepted for submission. In the case of downloaded documents, Bidder must not make any changes to the contents of the documents while uploading, except for filling the required information—otherwise, the bid shall be rejected as non-responsive.
- b. Bids shall be received only *Online* on or before the deadline for the bid submission as notified in the Bid document generated by GeM.

## **18 Evaluation of Bids and Award of Contract**

### **18.1 General norms**

#### **Evaluation based only on declared criteria.**

The evaluation shall be based upon scrutiny and examination of all relevant data and details submitted by Bidder in its/ his bid and other allied information deemed appropriate by the Buyer Department. Evaluation of bids shall be based only on the criteria/ conditions included in the Bid Document.

### **18.2 Deviations/ Reservations/ Omissions - Substantive or Minor**

1) During the evaluation of Bids, the following definitions apply:

- 18.2.1.1 “Deviation” is a departure from the requirements specified in the Bid

- Document;
- 18.2.1.2 “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bid Document; and
- 18.2.1.3 “Omission” is the failure to submit part or all of the information or documentation required in the Bid Document.
- 2) A deviation/ reservation/ omission from the requirements of the Tender Document shall be considered as a substantive deviation as per the following norm, and the rest shall be considered as Minor deviation:
- I. which affects in any substantive way the scope, quality, or performance standards of the Services;
  - II. which limits in any substantive way, inconsistent with the Bid Document, the Buyer Department's rights or the Bidder's obligations under the contract; or
  - III. Whose rectification would unfairly affect the competitive position of other Bidders presenting substantively responsive Bids vis-à-vis the Bidder requiring such a rectification.
- 3) The decision of the Buyer Department shall be final in this regard. Bids with substantive deviations shall be rejected forthwith as being non-responsive.
- 4) Variations and deviations and other offered benefits (Techno-commercial or Financial) above the scope/ quantum of Services stipulated in the Tender Document shall not influence evaluation of any or all of the Bids. If the bid is otherwise successful, such benefits shall be availed by the Buyer Department, and these would become part of the contract.
- 5) The Buyer Department reserves the right to accept or reject bids with any minor deviations. Wherever necessary; the Buyer Department shall convey its observation on GeM portal, on such ‘minor’ issues to respective Bidder electronically asking Bidder to respond within 2 days of raising the issue. If Bidder does not reply by the specified date or gives an evasive reply without clarifying the point at issue in clear terms, that bid shall be liable to be rejected as non-responsive.

### **18.3 Clarification of Bids and shortfall documents**

The Buyer Department reserves its right to, but without any obligation to do so, to seek any shortfall information/ documents only in case of historical documents which pre-existed at the time of the Bid Opening, and which have not undergone change since then and does not grant any undue advantage to any bidder. There is a provision on the portal for requesting Shortfall documents from the bidders. The system allows taking the shortfall documents from any bidders only once after the Technical Bid opening.

### **18.4 Contacting Buyer Department during the evaluation**

From the time of bid submission to awarding of the contract, no Bidder shall contact the Buyer Department on any matter relating to the submitted bid. If a Bidder needs to contact the Buyer Department for any reason relating to this tender and/ or its bid, it should do so only in writing or electronically. Any effort by a Bidder to influence the Buyer Department during the processing of bids, evaluation, bid comparison or award

decisions shall be construed as a violation of the Code of Integrity, and bid shall be liable to be rejected as non-responsive, in addition to other punitive actions for violation of Code of Integrity as per the Bid Document.

## **19 Evaluation of Bids**

### **19.1 Preliminary Examination of Bids - Determining Responsiveness**

A substantively responsive bid is complete and conforms to the Bid Document's essential terms, conditions, and requirements, without substantive deviation, reservation, or omission. Only substantively responsive bids shall be considered for further evaluation. Unless otherwise stipulated in the Bid Document, the following are some of the crucial aspects for which a bid shall be rejected as being non-responsive:

- 1) Bidder is not eligible to participate in the bid as per laid down eligibility criteria;
- 2) The Services offered are not eligible as per the provision of this bid.
- 3) Bidder has quoted conditional bids or more than one bid or alternative bids .
- 4) The bid departs from the essential requirements stipulated in the bidding document;
- 5) Bidder has quoted 'Nil' Service charges/ margin over the minimum wages in Personnel Deployment Schedule.
- 6) Non-submission or submission of illegible scanned copies of stipulated documents/ declarations.
- 7) Non- responsiveness may also be determined in view of the rules and guidelines issued by Government of India time to time.

### **19.2 Evaluation of Financial Bids and Ranking of Bids**

#### **19.3 Ranking of Financial Bids**

- 1) As per policies of the Government, from time to time, the Buyer Department reserves its option to give purchase preferences to eligible categories of Bidders as indicated in the Bid Document

#### **19.4 Consideration of Abnormally Low Bids**

An Abnormally Low bid is one in which the bid price, in combination with other elements of the bid, appears so low that it raises substantive concerns as to the Bidder's capability to perform the contract at the offered price. Buyer Department shall, in such cases, seek written clarifications from the Bidder, including detailed price analyses of its bid price concerning scope, schedule, allocation of risks and responsibilities, and any other requirements of the Bid Document. If, after evaluating the price analyses, Buyer Department determines that Bidder has substantively failed to demonstrate its capability to deliver the contract at the offered price, the Buyer Department shall reject the bid/ proposal, and evaluation shall proceed with the next ranked bidder.

## **20. Award of Contract**

### **20.1 The Buyer Department's Rights**

**Right to Vary Quantities at the Time of Award:**

At the time of contract award, the Buyer Department reserves the right to increase or decrease, as mentioned in the bid document, without any change in the unit prices or other terms and conditions of the bid and the Bid Document, the quantum of Services originally stipulated in the tender document.

**20.2 Award of contract in case of multiple successful bidders.**

As per GeM system, system run / Auto run practice will be followed.

**20.3 Tie Breaker:**

If multiple L1 found after financial evaluation, autorun option available on GeM will be used.

## Format for Price Break-up

Table - I

SI .No.	Activity	Unit cost per quarter(A)	GST (____ %) (B)	Total cost for One Year [(A+B) x 4]
1.	Filing of quarterly returns of Income Tax (Form 24Q and Form 26Q)			

Table - II

SI .No.	Activity	Unit cost for revised Return (C)	GST (____ %) (D)	Total cost [(C+D) x 15]
1.	Revision of filed returns of previous years with the Income Tax Department to deal the matter of penalty and outstanding demands (15 revisions)			

Table - III

SI .No.	Activity	Unit cost (E)	GST (____ %) (F)	Total cost [(E+F) x 60]
1.	Issuing of Form 16 for employees of DIID (60 Numbers)			

Table - IV

SI .No.	Activity	Unit cost (E)	GST (____ %) (F)	Total cost [(E+F) x 12]
1.	Filing of GST returns every month			

**Grand Total = Table I + Table II + Table III + Table IV**

**\*Price break up should not be uploaded with Technical Bid documents.**

