



बिड संख्या/Bid Number: GEM/2026/B/7366020

दिनांक /Dated: 18-03-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	02-04-2026 14:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	02-04-2026 14:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Chhattisgarh
विभाग का नाम/Department Name	Higher Education Department Chhattisgarh
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Pandit Ravishankar Shukla University Raipur Cg
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	34 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों 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	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	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	850000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	20000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). 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.

लभार्थी /Beneficiary :

Registrar

Pandit Ravishankar Shukla University Raipur CG, Higher Education Department Chhattisgarh, N/A,
(Registrar, Pt. Ravishankar Shukla University)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

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

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Number of full time partners	8	6	View File
Average professional income of firm	10	5	View File
Experience of GOVT-PSU- Auto.	20	10	View File
Minimum 3 years similar work experience	10	6	View File
Number of professional	10	5	View File
Firm Experience	12	5	View File
Presentation	30	3	View File

Total Minimum Qualifying Marks for Technical Score: 40

QCBS Weightage(Technical:Financial):60:40

Presentation Venue:Administrative Building, Pt. RSU, Raipur

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
19-03-2026 13:00:00	Administrative Building, Pt. RSU, Raipur

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements
Type of Industries/Functions	Purchase & Procurement , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Shivlochan Netam	492010,Pandit Ravishankar Shukla University, Amanaka, G.E. Road, Raipur C.G.	Project / Lumpsum Based	N/A

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

1. **Generic**

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

2. **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.

3. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

4. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

5. **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.

6. **Payment**

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

7. **Past Project Experience**

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

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. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers 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---

Pt. Ravishankar Shukla University, Raipur (C.G.)

G.E. Road, Amanaka, Raipur, Chhattisgarh

Email: registrarprsu@gmail.com

Website: <http://www.prsu.ac.in/>

Phone: 0771-2262540

INVITES

Expression of Interest from Chartered Accountants Firm for Maintenance of Accounts, Compliance, Taxation and Consultancy Work of Pandit Ravishankar Shukla University

CA Firm required to conduct under noted activities:

A. PF/ESIC/NPS Compliance: Filing of Monthly Returns and Preparation of Challan.

B. GST Compliance: Filing of Monthly return and Preparation of GST challan.

C. TDS under Income Tax Compliance:

Quarterly Filing of Form-24Q (Salary) and Form-26Q (Non-Salary) and Monthly Challan generation.
Generation of Form-16 every year.

D. Annual Accounting and other related work like finance management, Audit, Cash Book, Bank Reconciliation statement, teacher remuneration, Salary (Regular, Contractual, Daily Wages, Labour etc.) advance adjustment, Grant, Expenses and other related work, accounting in tally software and data entry etc.

E. Consultancy related to above matter.

The CA firm should possess under noted qualification/experience

A. The CA firm (chartered accountants' firm) should be in existence for at least **3 years**.

B. CA firm should have at least **3 years experience** preferable in Compliance, Accounting and taxation.

C. The CA firm should be committed to complete the assignment within the time specified by mission director from time to time.

D. CA firm must be a **partnership firm**.

E. The Head Office or branch of the CA firm should be situated in **Raipur**.

A. TERMS & CONDITIONS

1. The whole process of tendering can be cancelled without giving any prior notice by the competent authority of PT. R.S.U. Raipur (C.G.).
2. Any undue influence of any type may disqualify the bidder and the bid will be rejected.
3. The professional fees shall be quoted as **lump-sum per month plus GST** as applicable.
4. Quotation shall be in two covers:
 - o **Technical Bid**
 - o **Financial Bid**
5. The technical bid will be opened first and evaluated by the committee constituted in the office of PT. R.S.U. RAIPUR (C.G.).
6. The technical and financial bids must reach the University before due date & time.
7. Proposals without necessary documents will be rejected.
8. Application form can be obtained from the Office of Pt. Ravi Shankar Shukla University on working days from **10.00 AM to 5.00 PM**.
9. Selection of CA firm will depend upon competence and University preference.
10. University reserves the right to accept or reject any application without assigning any reason.
11. In case of dispute **court jurisdiction will be Honorable High Court Bilaspur (C.G.)**.
12. Empanelled Chartered Accountant shall execute **MOU/Agreement** with the University.
13. Entire work shall be done at **PRSU Raipur premises with licensed software**.
14. Audit objection on annual accounts to be replied by the CA firm.
15. CA firm must have **permanent office at Raipur**.
16. CA firm shall provide **minimum two manpower** for accounting work.
17. All statutory dues/payments shall be made by the CA firm.

B. RATES & PAYMENT TERMS

The CA firm will be required to quote the **lump sum monthly professional fees**.

However **GST will be paid separately** as applicable.

Fees will be paid on **monthly basis after submission of report**.

Payment shall be released within **15 days** of receipt of report.

C. CONFIDENTIALITY

The CA firm shall not disclose the data and information to any third party including internal department.

D. PENALTIES

1. In the event of gross negligence, irregularity, laxity or misconduct the contract may be terminated.
2. The CA firm may be **blacklisted** by the competent authority.
3. Monthly report must be submitted **before 5th of next month**.

4. Delay penalty:
10% of professional fees of the respective month for each delay.

ELIGIBILITY CRITERIA (NORMS)

ELIGIBILITY CRITERIA

Chartered Accountant Firms fulfilling the following eligibility conditions shall only be eligible to participate in this tender for providing Accounting, Compliance, Taxation and Consultancy services to **Pt. Ravishankar Shukla University, Raipur (C.G.)**.

Joint Venture / Consortium of firms shall **not be allowed** for participation.

The eligibility criteria are as follows:

1. The Chartered Accountant Firm should be **Partnership Firm** registered with the **Institute of Chartered Accountants of India (ICAI)** and holding a valid Firm Registration Number (FRN).
2. The firm should be **in practice for a minimum period of 10 (Ten) years** as on **01.01.2025**, and should be **empaneled with the Comptroller & Auditor General (C&AG) of India for the Financial Year 2025–26**. Documentary evidence such as **Firm Status Card issued by ICAI and C&AG empanelment letter** shall be submitted.
3. The firm should have experience of conducting Internal Audit / Statutory Audit / Accounting or Compliance assignments of Universities for a minimum period of three (3) years out of last 5 years. Documentary evidence such as Work Orders / Appointment Letters / Completion Certificates issued by the concerned University shall be submitted.
4. The firm should have **at least two (2) full-time Chartered Accountants** associated with the firm for a period of **more than two (5) years**.
5. The firm should have an **average professional income of ₹40,00,000 (Rupees Forty Lakhs) or above** during the last three financial years i.e., **FY 2022-23, FY 2023-24 and FY 2024-25**. Supporting documents such as **Audited Financial Statements and Income Tax Returns** for the respective financial years must be submitted.
6. The firm should have a **minimum of 10 (ten) team members** including partners, Chartered Accountants, articles and other staff members.

7. The firm should have **minimum ten (10) assignments of Government / PSU audit or accounting work experience.**
8. The firm must have an head office in Chhattisgarh and **office located at Raipur, Chhattisgarh,** and should possess **valid GST registration in the State of Chhattisgarh.** Documentary proof as approved by ICAI along with **GST Registration Certificate** must be submitted.
9. The firm should **not have been issued cancellation of work order, forfeiture of EMD, or similar penalty by any Government / Semi-Government / Autonomous organization in the last five (5) years.**
10. The firm should **not have been barred or blacklisted from appointment by any Government or Semi-Government organization during the last five (5) years.**

EVALUATION METHODOLOGY:

The evaluation will be a two-stage process: -

Stage 1 – General cum Technical Bid Evaluation,

Stage 2 – Financial Bid Evaluation

General cum Technical Bid Evaluation

The evaluation will involve validating the credentials submitted in the format as prescribed. Credentials without necessary valid proof will not be considered for eligibility. The University reserves the right to accept or reject proof of credentials at its sole discretion without having to give reasons to the Bidders thereof. The following weightage criteria will be adopted during technical evaluation:

Evaluation of Technical Proposal

The Technical Proposals submitted by the eligible Chartered Accountant Firms shall be evaluated by the Evaluation Committee constituted by **Pt. Ravishankar Shukla University, Raipur (C.G.)**.

Sl. No.	Particulars	Minimum Criteria	Min/Max Marks	Evaluation Criterion
1	Number of Full Time Partners exclusively associated with the firm for not less than 2 years (as per ICAI certificate as on 01.01.2025)	Minimum 2 Partners	6 / 8	2 Partners = 6 Marks Each additional partner above 4 = 2 Mark (Maximum 8 Marks)
2	Average Professional Income of the Firm average of last three financial years (2022-23, 2023-24, 2024-25)	Minimum ₹40 Lakhs	5 / 10	₹40 Lakhs = 5 Marks Additional 1 Mark for every ₹2 Lakhs above ₹50 Lakhs (Maximum 10 Marks)
3	Experience of Government / PSU / Autonomous Bodies Assignments (Internal Audit / Accounting / Compliance Work)	Minimum 10 Assignments	10 / 20	10 Assignments = 10 Marks Each additional assignment have 2 marks (Maximum 20 Marks)
4	Minimum 3 years similar work experience of audit / accounting	3 Years	6/10	3 Assignment = 6 Marks Each additional experience (one Year) =2 mark (Maximum 5 Mark)
4	Number of Professional / Semi-Qualified Staff (CAs / Articles / Staff) as per ICAI record	Minimum 10 Persons	5 / 10	10 Persons = 5 Marks Each additional staff above 10 = 1 Mark (Maximum 10 Marks)
5	Firm Experience / Existence	Minimum 10 Years	5 / 12	10 Years = 5 Marks Additional 1 Mark for each year above 7 (Maximum 12 Marks)
6	Presentation of firm for work methodology and plan		3/30	On the basis of merit of Presentation.
		Total	40/100	

In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's experience, its understanding of requirements, proposed methodology, and the experience of firm. Only those Applicants whose Technical Proposals score 37 points or more out of 70 shall be called for presentation.

Short-listing of Applicants

Final ranking shall be done after presentation as per score achieved by them, from highest to the lowest technical score (ST).

Evaluation of Financial Proposal will be done as per GEM rule.

2. SCOPE OF WORK

- a. PF/ESIC/NPS Compliance – Monthly Returns & Challan
- b. TDS (GST) Compliance – Monthly (GST) Returns & Challan
- c. TDS Income Tax Compliance – Form 24Q, 26Q & Form-16 generation
- d. Annual Accounting Work – Cash Book, Bank Reconciliation, Salary accounting, Grant accounting, Tally entries etc.
- e. Consultancy services related to above matters.
- f. Other related works assign by Registrar

3. COMPLETION OF WORK

The CA firm must complete the assignment within the time specified by the Registrar from time to time.

4. REGISTRAR'S RIGHT TO ACCEPT / REJECT

Registrar reserves the right to accept or reject the proposal at any stage.

5. SUB-CONTRACTING

The CA firm to whom work is awarded shall **not subcontract** the work either partially or fully.

6. LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID

1. Security Deposit – **DD Rs. 20000**
2. Partnership Firm Document
3. ICAI Registration Certificate
4. Last **3 years ITR**
5. PAN & GST Copy
6. Firm existence proof (3 years)
7. Experience proof
8. List of Technical staff/CA's
9. Raipur office proof
10. Affidavit regarding non-blacklisting

7. FORMAT FOR TECHNICAL PROPOSAL

1. Name of CA Firm & FRN (ICAI)
2. Head Office Address
3. Address of office in Raipur
4. Date of establishment of office at Raipur
5. Telephone / Fax / Email
6. PAN No.
7. GST No.

8. FINANCIAL BID

S.N.	Work / Assignment	Amount (Rs.) Taxes (One Financial Year)
1	PF / ESIC Compliance – Monthly Return & Challan GST Compliance – Monthly Return & GST Challan TDS Compliance – Form 24Q / 26Q & Form-16 Accounting & Finance Management Work Consultancy Services	
	GST	%
	Total	