बिड संख्या/Bid Number: GEM/2026/B/7417185

दिनांक /Dated: 06-04-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	16-04-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	16-04-2026 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Social Justice And Empowerment Department Gujarat
संगठन का नाम/Organisation Name	Director Of Social Defence
कार्यालय का नाम/Office Name	District Social Defence Office Narmada
वस्तु श्रेणी /Item Category	Financial Advisory Services - Onsite; Tax Advisory
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)	4 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
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,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
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?	No
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
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	100000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
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(%)	5.00
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 securityshould be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

member secratory child protection unit ,social defence officer narmada
District Social Defence Office Narmada, Social Justice and Empowerment Department Gujarat, Director of Social Defence,
(Member Secratary Social Defence Officer Narmada)

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. 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.
6. 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.
7. Purchase preference to Micro and Small Enterprises (MSEs) from the State of Bid Inviting Authority: Purchase preference will be given to MSEs as Micro and Small Enterprises from the State of Bid Inviting Authority. If the bidder wants to avail the Purchase preference, 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 defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
8. 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.
9. 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.
10. 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

Scope of work to be uploaded by buyer:1775464924.pdf

Financial Advisory Services - Onsite; Tax Advisory (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns , Monthly Payroll Processing , Tax Litigation Strategy , Support for Tax Assessment , Bookkeeping Support , Internal audit and income tax department quaries
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Certified valuer by ICAI
Total Experience of Professionals / Resources (In years)	3 - 5 Years
एडऑन /Addon(s)	
Post Financial Advisory Support	Yes

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /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	Krunalkumar Vaghela	393145,ROOM NO.06, GROUND FLOOR, JILLA SEVA SADAN , RAJPIPLA (NARMADA)	Project / Lumpsum Based	• Number of months for which Post Advisory support is Required : 12

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. **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.

3. **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

   member secratory child protection unit ,social defence officer narmada
   payable at
   member secratory child protection unit ,social defence officer narmada
   . 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.

4. **Buyer Added Bid Specific Scope Of Work(SOW)**

   File Attachment Click here to view the file.

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. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

7. **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.

8. **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.

9. **Buyer Added Bid Specific SLA**

   File Attachment Click here to view the file.

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---

Additional Terms & Conditions

જિલ્લા બાળ સુરક્ષા એકમ નર્મદા અને સરકારી ચિલ્ડ્રન હોમ ફોર ગર્લ્સ વાવડી માટે ફાઈનાન્સ કન્સલટન્ટ તરીકે સી.એ. ફર્મની એજન્સી નક્કી કરવા બાબત.

GEM પોર્ટલ પર રાજ્ય ખરીદનિતિ – ૨૦૨૪ ની વિગતે ઓનલાઈન બિડિંગ પ્રક્રિયા હાથ ધરવામાં આવેલ જેમાં નીચે મુજબની શરતો અને માપદંડો ધ્યાનમાં રાખવા તમામ સભ્યો દ્વારા સર્વાનુમત્તે નક્કી કરવામાં આવેલ હતું.

- ઈન્સટીટયુટ ઓફ ચાર્ટડ એકાઉન્ટન્ટ ઓફ ઈન્ડિયા (ICAI)માં માન્યતા પ્રાપ્ત કરેલ ફોર્મને અગ્રતા આપવાની રહેશે.
- ફર્મની સર્વિસ મેળવવાનો સમયગાળો ૦૧ વર્ષની રહેશે. આ સમયગાળા દરમ્યાન જીલ્લા બાળ સુરક્ષા એકમ, નર્મદા અને સરકારી ચિલ્ડ્રન હોમ ફોર ગર્લ્સ, વાવડી સંસ્થાના નાણાંકીય **વર્ષ ૨૦૨૬-૨૭** કામગીરી કરવાની રહેશે.
- ફર્મની ઓડિટ અને એટેસ્ટેશનની વાર્ષિક આવક રૂા. ૦૪ લાખથી વધુ હોવી જોઈએ.
- ફર્મની નોંધણીનો સમયગાળો ઓછામાં ઓછો ૦૩ વર્ષનો હોવો જોઈએ.
- ફર્મનો ભુતકાળનો અનુભવ ઓછામાં ઓછો ૦૨ થી ૦૫ વર્ષનો હોવો જોઈએ.
- ફર્મમાં ઓછામાં ઓછા ૨ ચાર્ટડ એકાઉન્ટન્ટ ધરાવતા હોવા જોઈએ.
- સી.એ.ફર્મ ગુજરાત રાજ્યની સ્થાનિક હોવી જોઈએ.
- સી.એ. ફર્મની સર્વિસ મેળવવાની બિડની અંદાજિત રકમ રૂા. ૧,૦૦,૦૦૦/- લાખ હોવાથી અત્રેથી જે એજન્સી નક્કી કરવામાં આવે તે સી.એ. ફર્મએ ટેન્ડરની રકમના ૩% Earnest Money Deposit અને ૫% બેન્ક ગેરેન્ટી અથવા ફિકસ ડીપોઝીટ સ્વરૂપે રજુ કરવાના રહેશે. ડિપોઝીટની રકમ પર વ્યાજ મળવા પાત્ર થશે નહિ.
- ઉપરોકત તમામ શરતોના પુરાવા પત્ર સાથે મોકલવાના રહેશે.

૧. માસિક GST રીર્ટન ફાઈલની કામગીરી :

રાજય કક્ષાએ જીએસટી નંબર લીધેલ છે. જેમાં જિલ્લા બાળ સુરક્ષા એકમ નર્મદા અને સરકારી ચિલ્ડ્રન હોમ ફોર ગર્લ્સ વાવડી સંસ્થાનાં માસિક કપાત કરેલ જીએસટી ટીડીએસનું માસિક રિર્ટન ફાઈલ કરવાનું થાય છે.જેમાં GEM પોર્ટલની શરતોનુસાર તેમજ આ સાથે સામેલ એનેક્ષર –01 મુજબની સ્કોપ ઓફ વર્ક મુજબ જિલ્લા કક્ષાએની કામગીરી.

૨. ક્વાર્ટલી TDS રિર્ટન ફાઈલની કામગીરી :

નાણાંકિય વર્ષ:૨૦૨૬-૨૭ માટે રાજય કક્ષાએ TAN નંબર લીધેલ છે. જેમાં જિલ્લા બાળ સુરક્ષા એકમ નર્મદા અને સરકારી ચિલ્ડ્રન હોમ ફોર ગર્લ્સ વાવડી સંસ્થાનાં કપાત કરેલ ટીડીએસનું ત્રિમાસિક રિર્ટન ફાઈલ કરવાનું થાય છે. જેમાં GEM પોર્ટલની શરતોનુસાર તેમજ આ સાથે સામેલ એનેક્ષર 02 મુજબની સ્કોપ ઓફ વર્ક મુજબ જિલ્લા કક્ષાએ કપાત કરેલ ટીડીએસનું ત્રિમાસીક રિર્ટન ફાઈલ કરવાની કામગીરી.

૩. ઈન્ટરનલ ઓડિટની કામગીરી:

નાણાંકિય વર્ષ ૨૦૨૬-૨૭ માટે જીલ્લા બાળ સુરક્ષા એકમ નર્મદા ની કચેરી અને સરકારી ચિલ્ડ્રન હોમ ફોર ગર્લ્સ વાવડી સંસ્થાનું વાર્ષિક ઈન્ટરનલ ઓડિટ GEM પોર્ટલની શરતોનુસાર તેમજ આ સાથે સામેલ એનેક્ષર – 04 સ્કોપ ઓફ વર્ક અનુસાર કામગીરી.

૪. એકાઉન્ટીંગ વર્કની કામગીરી અને જિલ્લા કક્ષાએ વાર્ષિક રીર્ટન ફાઈલની કામગીરી :

નાણાંકિય વર્ષ ૨૦૨૬-૨૭ માટે જિલ્લા બાળ સુરક્ષા એકમ નર્મદાની કચેરી અને સરકારી ચિલ્ડ્રન હોમ ફોર ગર્લ્સ વાવડી સંસ્થાનું વાર્ષિક ઈન્કમ ટેક્ષનું રીર્ટન ફાઈલ કરવાનું થાય છે. જેમાં GEM પોર્ટલની શરતોનુસાર તેમજ આ સાથે સામેલ એનેક્ષર – ૦૫ સ્કોપ ઓફ વર્ક અનુસાર કામગીરી માટે નિમણૂંક કરવા તેમજ જિલ્લા કક્ષાએ એકાઉન્ટીંગ વર્ક એકમની મર્જર

બેલેન્શીટ અને પ્રોફિટ એન્ડ લોસ એકાઉન્ટની કામગીરી જેમાં GEM પોર્ટલની શરતોનુસાર તેમજ આ સાથે સામેલ એનેક્ષર – 05 સ્કોપ ઓફ વર્ક અનુસાર સી.એ. ફર્મની કામગીરી.

૫. ઈન્કમ ટેક્ષ વિભાગમાં આવેલ કવેરીના જવાબ કરવાની કામગીરી :

<u>નાણાંકિય વર્ષ ૨૦૨૬-૨૭</u> માં તેમજ અગાઉના વર્ષમાં આવેલ અને આવનાર ક્ષતિઓનો જવાબ કરવા સી.એ. ફર્મની કામગીરી.

<u>શરતો</u> :-

(૧) ફર્મ દ્વારા હિસાબી/ઓડીટને લગતી તમામ કામગીરીમાં પુર્ણપણે મદદગીરી કરવાની રહેશે.

(૨) ફર્મ દ્વારા **"Accounting & Compilation of Account of DCPUs"** હેતુ જિલ્લા બાળ સુરક્ષા એકમ નર્મદા અને સરકારી ચિલ્ડ્રન હોમ ફોર ગર્લ્સ વાવડી સંસ્થાની કામગીરી કરવાની થાય છે જેમા **Accounting Tally data** તથા **Excel sheet** ની કામગીરી કરવાની થાય છે તથા સદર કામગીરી નર્મદાની કચેરી ખાતે ત્રિમાસિક ફુબરૂ હાજર રહી પુર્ણ કરવાની રહેશે.

(૩) સદર કામગીરીનું મુલ્યાંકન જિલ્લા બાળ સુરક્ષા અધિકારીશ્રી, નર્મદા અને અધિક્ષકશ્રી, સરકારી ચિલ્ડ્રન હોમ ફોર ગર્લ્સ વાવડી સંસ્થાની અધ્યક્ષતામાં કરવાનું રહેશે.

(૪) જિલ્લા બાળ સુરક્ષા એકમ નર્મદા અને સરકારી ચિલ્ડ્રન હોમ ફોર ગર્લ્સ વાવડીનુ **<u>નાણાંકિય વર્ષ: ૨૦૨૬-૨૭</u>** ની આ સાથે સામેલ એનેક્ષર-૧ થી ૫ મુજબ કામગીરી કરવાની રહેશે.

(૫) જિલ્લા બાળ સુરક્ષા એકમ નર્મદા અને સરકારી ચિલ્ડ્રન હોમ ફોર ગર્લ્સ વાવડી ની મર્જર બેલેન્શીટ અને પ્રોફિટ એન્ડ લોસ એકાઉન્ટની કોપી સહી-સિક્કા સાથે તેમજ સોફ્ટ કોપીમાં એકાઉન્ટનો ડેટા આપવાનો રહેશે.

(૬) બીડર/સંસ્થાની ઓફીસ ગુજરાત ખાતે રજીસ્ટર્ડ થયેલ હોવી જોઈએ.

(૭) બીડર દ્વારા ATC/શરતો માં સહી સિક્કા કરી અપલોડ કરવાનું રહેશે.

(૮) સરકારશ્રીના નિયમ મુજબ GST અને TDS કપાત કરવાનાં રહેશે.

(૯) આ અંગે કોઈપણ વિવાદ થાય તો સભ્ય સચિવશ્રી જિલ્લા બાળ સુરક્ષા એકમ નર્મદાનો નિર્ણય આખરી ગણાશે.

(૧૦) વિવાદ અંગેનું જ્યુરિડીકશન,નર્મદાનો રહેશે.

Annexure – 1

<u>DISTRICT CHILD PROTECTION UNIT NARMADA AND</u>
<u>CHILDREN HOME FOR GIRLS VAVADI</u>
<u>GST : CONSULTANCY : F.Y. 2026-27</u>

1. <u>GST Return Filing Work :-</u>

1.1 To guide the organization for any queries faced during compilation of data.
1.2 To transform the data so submitted by organization into required formats, verifying the data for any mistakes, gathering the Input Tax Credit data form GST Portal and preparing the GST returns in formats as specified by the Govt. from time to time.
1.3 To submit the GST returns online/offline monthly & quarterly of organizations applicable.
1.4 To analyze and advise the organization about the GST law, amendments, circulars, reports and guidelines issued by GST Council and GOI from time to time, subject to their applicability on the organization.
1.5 To advise the organization in amendment of existing software of development of new functionality or software, if required, to GST including place of Supply of service Rules, Point of Taxation Rules, Valuation Rules, etc.

1.6 To give presentations and training seminars if required for the employees of the organization to update/train them regarding the GST applicability & functionality in day to day accounting.

2. TDS/TCSonGST :-

2.1 To guide the organization for any queries faced during compilation of data.

2.2 To transform the data so submitted by organization/district offices into required formats, verifying the data for any mistakes and preparing the returns in formats as specified by the Govt. from time to time.

2.3 Finalize and arrange to submit the said GST/TDS/TCS return within stipulated time on monthly/quarterly basis as applicable to ensure that late filing does not occur.

2.4 Attend the queries if raised by the GST/TDS/TCS department relating to the said returns in the form of intimations, show cause notices etc. (Other than Assessment/Appeal/search proceedings).

2.5 Filing GST/TDS/TCS amendment return/correction return as required for which the fees will be decided upon mutually agreed basis.

2.6 Downloading all related form/certificates on a monthly/quarterly basis and submitting the same to the concern offices through email.

3. GST Audits :-

3.1 To transform the data so submitted by district offices + HO offices into the required formats and uploading & filing annual GST Audit Reports. / On or before due date.

3.2 Attending GST Audits and Compliance of GST Audit queries (Other than Assessment/Appeal/search proceedings).

4. GST Compliances :-

4.1 Compliance of all Notices/Letters/Intimations received from GST Authorities for the period **01/04/2026 to 31/03/2027** in a timely manner.

4.2 Note: The work of Assessment/Appeal/such proceedings shall be given on case to case basis upon requirement at mutually agreed fees.

5. GST Refund :-

5.1 For presentation and filing GST Refund Application as and when required for the period of **01/04/2026 to 31/03/2027**

5.2 Fees, per application as per mutual agreed by both the parties as and when required.

Terms of Payment :-

1. GST will be paid extra as per applicable rates.
2. You shall submit your bills at District on monthly basis along with Acknowledgements of the filed returns and excel sheet mentioning the complete details of returns which shall be processed within 15-20 Days after submission of the same.

Annexure – 2

DISTRICT CHILD PROTECTION UNIT NARMADA AND CHILDREN HOME FOR GIRLS VAVADI

TDS: CONSULTANCY : F.Y. 2026-27

1. **Scope of Work :-**

1.1 To Guide the organization and field offices for compilation of data for TDS returns in form 24Q, 26Q, and 27EQ, etc.

1.2 To transform this data in the E-TDS format so required, checking and verifying it for errors, to mail the concerned office as well as HO about such error.

1.3 To Finalize and arrange to submit the said E-TDS returns of the district offices to NSDL/Traces within stipulated time for the F.Y. 2026-27

1.4 To coordinate & to comply with the queries regarding these quarterly TDS returns of F.Y. 2026-27 with concern district office

1.5 To Download the default status & resolve the defaults so generated and file revised return as and when required for the F.Y. 2026-27(The fees for revised return shall be decided upon requirement and mutually agreed basis).

1.6 To assist the district office in TDS related queries, notices, and intimations (other than Assessment/Appeal/Search/Survey Proceedings). So required from time to time for the F.Y.2026-27.

1.7 The TDS return data for district office will be sent to your office through mail only, our field staff to be called at your office in extreme situation only.

1.8 NSDL return filing fee will be reimbursed to your office, on filing of returns and providing acknowledgment receipt on quarterly basis.

1.9 To Download & digitally sign (if available) and submit the for 16/16A in soft copies to district offices as well as head office on annual basis.

Terms of Payment :-

1. The Bills to be submitted on quarterly basis along with excel sheet mentioning the complete details + all copies of Acknowledgements which shall be paid in 15 Days after submission of the same.
2. GST will be paid extra as per applicable rates.

Annexure – 3

DISTRICT CHILD PROTECTION UNIT NARMADA AND
CHILDREN HOME FOR GIRLS VAVADI
INTERNAL AUDIT: CONSULTANCY : F.Y. 2026-27

1. To report the adequacy of Internal Financial Control system and review of accounting systems.
2. To report on quarterly basis as to whether the organization has complied various provisions on taxation laws. Labor laws, etc. and other statutory payments.
3. Verification of purchase procedures, fixed deposit receipts and its validity.
4. To Review the budget v/s actual.
5. Verification of cash and bank book, employee payments, receipts, bank reconciliation.
6. To check journal vouchers, review fixed asset register, finalization of accounts, verification of contingent liability and its confirmation.
7. To verify human resource related compliances and pay roll.
8. To ensure guidelines issued by HO from time to time are followed and review whether timely action is taken by legal department in respect of legal, arbitration, provisions required thereof.
9. The work to be overseen supervised and managed by a senior partner of the firm.

Terms of Payment :-

1. You shall submit your bills at District quarterly along with quarterly Financial Reports for each district and a separate combined monthly report of the entire organization which shall be processed within 15-20 Days after submission of the same.
2. GST will be paid extra as per applicable rates.
3. The transportation expense and daily allowance for visit Sub district offices other than shall be paid as per 6th Pay Commission.

Annexure – 4

DISTRICT STATE CHILD PROTECTION UNIT NARMADA AND
CHILDREN HOME FOR GIRLS VAVADI
INCOME TAX RETURN FILING CONSULTANCY : F.Y. 2026-27

1. Preparation of Computation of Income Tax, filing of Income Tax Return including revised return, if required for the **F.Y. 2026-27**
2. Advise for calculation of Advance Tax and its payments.
3. Advise on applicable provisions of various taxation laws when asked by field offices under intimation to corporate office.

4. The work of assessment/appeals/search proceedings shall be allotted on case to vase basis at mutually agreed fees.

Terms of Payment :-

1. You shall submit your bills at District annually along with annual Financial Reports for entire organization which shall be processed within 15-20 Days after submission of the same.
2. GST will be paid extra as per applicable rates.

Annexure – 5

DISTRICT CHILD PROTECTION UNIT NARMADA AND
CHILDREN HOME FOR GIRLS VAVADI
ACCIOUNTING: F.Y. 2026-27

1. To prepare and finalize Books of Accounts of the Trust as required under the Bombay Public Trust Act, 1950 and the Rules made there under including areas of Internal Financial Control.
2. Preparation of Cash Book, Bank Book & Preparation of BRS on Quarterly Basis.
3. To prepare quarterly receipt and payment statement to be placed before the Board.
4. To assist statutory and tax auditor during their audits in all areas relating to accounting.
5. To solve all accounting related queries raised by statutory/internal/tax auditor.
6. To visit all the district offices on quarterly basis as per requirement to ensure that no pending work remains in accounting work at district levels.
7. To deploy a professional chartered accountant having experience in public sector work for overall supervision and management of the said work as well as for reporting / communicating with the management of the company.
8. To compile all the data and submit to taxation consultants on timely basis for filing of Income Tax, GST, TDS, etc. and to ensure no delay beyond due date is there in tax compliances.
9. To suggest and advise on better and more accurate accounting system from time to time.

Terms of Payment :-

1. You shall submit your bills at District quarterly along with quarterly Financial Reports for each district and a separate combined monthly report of the entire organization which shall be processed within 15-20 Days after submission of the same.
2. GST will be paid extra as per applicable rates.