बिड संख्या/Bid Number: GEM/2026/B/7879770
दिनांक /Dated: 24-08-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	07-09-2026 10:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	07-09-2026 10:30:00
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 Finance
विभाग का नाम/Department Name	Department Of Economic Affairs
संगठन का नाम/Organisation Name	Security Printing And Minting Corporation Of India Limited (spmcil)
कार्यालय का नाम/Office Name	3rd Floor Tower G World Trade Centre Nauroji Nagar
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :ram.sahai@gov.in Buyer Email id: nayana.laul@spmcil.com
वस्तु श्रेणी /Item Category	Financial Audit Services - Hiring of a CA/CMA firm for professional services; Audit Firm, CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes | Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes | Complete
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid

बिड विवरण/Bid Details	
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
Payment Timelines	Payments shall be made to the Seller within **30** days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	Indusind bank
ईएमडी राशि/EMD Amount	45000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	Indusind bank
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी 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.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Chief General Manager
INDIA GOVERNMENT MINT, SHAHID BHAGAT SINGH ROAD, FORT, MUMBAI-400001
(India Government Mint, Mumbai)

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/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15

ट्रेड्स भुगतान संबंधी विवरण/TReDS Payment Details

This Bid provides for Trade Receivables Discounting System (TReDS) as Preferred mode of payment. For MSME sellers, payments may be processed through a TReDS exchange in which the Buyer is registered, subject to applicable policy and regulatory guidelines. Accordingly, sellers intending to avail payment through TReDS are required to be registered with at least one TReDS exchange in which the buyer is registered.

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer 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 seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

6. 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.
7. 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.

8. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

i. If number of technically qualified bidders are only 2 or 3.
ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:1785923260.pdf

Financial Audit Services - Hiring Of A CA/CMA Firm For Professional Services; Audit Firm, CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Hiring of a CA/CMA firm for professional services
Type of Financial Audit Partner	Audit Firm , CA Firm
Type of Financial Audit	Accounting and Audit Work
Category of Work under Financial Audit	Accounting and Audit related work
Type of Industries/Functions	Accounting and Audit related work
Frequency of Progress Report	NA
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	NA
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit 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

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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	Harshit Madan	400001,India Govt Mint, Shahid Bhagat Singh Marg Fort Mumbai , Maharashtra - 400001 India	Project / Lumpsum Based	• Number of Months for which Post Audit Support is required : 12

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

1. **Generic**

   OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. **Forms of EMD and PBG**

   Bidders can also submit the EMD with Account Payee Demand Draft in favour of

   INDIA GOVERNMENT MINT, MUMBAI (UNIT OF SPMCIL) COLLECTION A/C
   payable at
   Mumbai
   .
   Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

3. **Forms of EMD and PBG**

   Bidders can also submit the EMD with Banker’s Cheque in favour of

   INDIA GOVERNMENT MINT, MUMBAI (UNIT OF SPMCIL) COLLECTION A/C
   payable at
   Mumbai
   .
   Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

4. **Forms of EMD and PBG**

   Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

INDIA GOVERNMENT MINT, MUMBAI (UNIT OF SPMCIL) COLLECTION A/C
Account No.
201003551159
IFSC Code
INDB0000033
Bank Name
INDUSIND BANK LIMITED
Branch address
Fort Branch, Premises No.1 Ground Floor, Sonawala Bldg57,Mumbai Samachar Marg Fort, MUMBAI-400001
.
Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

5. **Forms of EMD and PBG**

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

INDIA GOVERNMENT MINT, MUMBAI (UNIT OF SPMCIL) COLLECTION A/C
payable at
Mumbai
. 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.

6. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

INDIA GOVERNMENT MINT, MUMBAI (UNIT OF SPMCIL) COLLECTION A/C
Account No.
201003551159
IFSC Code
INDB0000033
Bank Name
INDUSIND BANK LIMITED
Branch address
Fort Branch, Premises No.1 Ground Floor, Sonawala Bldg57,Mumbai Samachar Marg Fort, MUMBAI-400001
. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

7. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

I] The bidder firm should meet following eligibility criteria to qualify:

· For MSE/Start-up firm: The bidder must have capability to provide the relevant services.

· For other firm - Experience and past performance: The bidder should have experience of having successfully supplied relevant services of Rs.9,00,000/- in any one of the last five years ending on 31.03.2025.

Note: i) Relevant services means 'Services of CA/CMA firm of handling of accounts in SAP, having Accounting and Taxation knowledge'

ii) Participating bidder needs to submit all related documents along with the bid.

- The firm should have office in Maharashtra: Head Office/Branch Office of ICAI registration is only accepted as a valid documents proof.

- The firm should fill and submit **Annexure A** alongwith the bid (copy attached in Buyer ATC).

- **NOTE TO BIDDERS :**

_1) Extension Clause: The contract may be extended for another one year with mutual consent at the same price terms and conditions.

2) All expenses towards travelling lodging, boarding, food, other expenses and out of pocket expenses shall be borne by firm itself. No reimbursement will be made by IGM, Mumbai for the above said expenses.

3) TRANSFER AND SUBLETTING: The firm shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly.

II] Undertaking:

i. Undertaking for acceptance of all the terms and conditions of the GeM Bid including Buyer Added Bid Specific Terms and conditions without any deviation duly sealed & signed.

ii. Undertaking of declaration that the bidder is not blacklisted/debarred for dealing by Government of India duly sealed & signed.

iii. Undertaking toward compliance of, border sharing criteria as per guidelines issued by Government of India (vide letter no.F.No.6/18/2019-PPD dated 23rd/24th July 2020 or any further amendments thereof)

iv. Undertaking of declaration of acceptances of GIT & GCC. Please CLICK the link for further details

1 : https://spmcil.com/uploaddocument/GIT3.0.pdf

2 : https://spmcil.com/uploaddocument/GCC3.0.pdf

III] **Payment Terms**: “100% Payment will be made to the firm/ agency on monthly basis after satisfactory completion of work and subject to attendance.

IV] Evaluation Method: The Total Price quoted by the firm shall be considered for evaluation & to decide L-1 bidder.

V] Performance Security Deposit: 5% of order value.

VI] Detailed Scope of Work is as per copy attached in Buyer ATC (Annexure -B)

VII] The Bidder has to submit documents as per the following Check list as given below along with the technical bid Documents:

1	Documentary evidence towards **Qualification/Eligibility Criteria as per Clause I and Clause II of Buyer Added Bid Specific ATC.**
2	Duly sealed & signed Scope of Work Annexure-B as an acceptance.
3	Documentary evidence towards **GST Registration Certificate & Pan Card** of bidder
4	Documentary evidence against payment of EMD.
5	MSE certificate/ Start up certificate if claiming for exemption for EMD.
6	Undertakings towards **clause II** of Buyer added Bid of specific terms & conditions.

7	Proof of office in Maharashtra: Head Office/Branch Office of ICAI registration is only accepted as a valid documents proof.
9	Duly filled format for application (Annexure A)
10	Registration certificate of the firm issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India
11	Any other document as per tender, if required.

***"Anti-Bribery Management System (ABMS):** By participating in this tender, the suppliers/Vendors/ Contractors are deemed to have undertaken that they shall not give or take, any financial or non-financial bribe, to or from anyone during the tender or during the execution of the contract thereafter and if they notice any such incident happening, they shall report it to Vigilance."*

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8. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file .

9. **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.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including

specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.

13. 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.
14. 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 catalogues 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. 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 General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the सामान्य नियम और शर्ते/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 शर्ते/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---

Annexure A

FORMAT FOR APPLICATION

1. Name of the Firm:
2. Registration No. of the Firm:
   (Institute of Chartered/Cost Accountants of India)
3. Date of Registration of the Firm :
4. Type of firm : Partnership firm/ LLP firm/Proprietor

5. Details of Head Office & Branch Office(s):

Head Office :

Address	Date of Establishment	Contact No(s)	E-mail

Branch Offices

Address	Date of Establishment	Contact No(s)	E-mail

(Insert further branch office(s), if any)

6. Details of Partners in the Firm/Limited Liability Partnership:

S.No.	Name of the Partner	Membership No	Membership Status ACA/ACMA/ FCA/FCMA	Date of Joining the firm as partner

(Please attach certificate issued by institute of Chartered Accountants of India (ICAI)/ Institute of Cost Accountants of India (ICAI) in support of information furnished at Sl. No. 1 to 6 above)

7. Is the partner of Firm/LLP:-

Sr. No	Particulars	Yes/ No
	Dismissed Government Servant	
	Removed from approved list of vendors	
	Demoted to a lower class of vendors.	
	Having business banned/suspended by any government in the past	
	Convicted by a court of law.	
	Retired engineer/official from engineering Department of Govt. of India within last two years	

	Direction of partner of any other company/ firm enlisted with CPWD or any other department	
	Member of Parliament or any State Legislative Assembly	

8. Is any Partner/Person working with the applicant is a near relative of the officer/ official of SPMCIL: Yes/ No.

9. Details of Qualified Assistants (i.e Chartered/Cost Accountants employed by the firm)

SI. no	Name of the Assistant	Membership No.	Whether ACA/ACMA/FCA/FCMA (Please attached membership certificate issued by respective institutes for each qualified assistant)	Date of joining the firm as qualified assistant
1				
2				
3				
4				

10. Details of Experience in PSU Sector:

SI. no	Name of the Company	Year of Accounting work	Type of Accounting work (please attach copy of appointment letter for every company)
1			
2			
3			

11. Details of Experience in conducting audit in organization working on SAP ERP Platform:

SI. no	Name of the Company	Year of Accounting work	Type of Accounting work (please attach copy of appointment letter for every company)
1			
2			
3			

12. Income Tax PAN No. of the Firm:

13. GST Tax Registration No. :

14. Firms of Chartered Accountants registered as MSME will submit the certificate for registration as MSME

15. Bank details for NEFT:

1	Bank Name	
2	Branch Name and Address	
3	Bank Account Number & Type of Account	
4	IFSC Code	

Note: A Cancelled Cheque is to be enclosed in support of details as filled in Sr. No 14 above.

16. It is confirmed that all the requirements as per format for application to the tender documents have been complied with.
17. We confirm that we have not taken any deviation from the terms & condition, of the tender documents.

I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if aby of the information is found wrong, my/our tender will not be considered.

Date………………..

Signature of Partner with /Name & Seal of the Firm

LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION:

Interested firms are advised to go through contents of the tender documents carefully and submit all self -attested copies of the following documents in paper sequence along with the bid as described hereinafter:

1. Registration certificate of the firm issued by the institute of Chartered Accounts of India and /or Institute of Cost Accountants of India,
2. Format of application consisting information of (year of establishment of head office & Branch office (s), addresses, details of partners and their membership nos. etc. as indicated in the certificate will be treated as conclusive and final information for evaluation of tenders.
3. Membership certificated by the institute of Chartered Accounts of India and /or institute of cost Accounts of India.
4. Copies of appointment letter for accounting & taxation work in organizations working on SAP ERP Platform.
5. Copy of PAN Card.
6. Copy of GST Registration.
7. A copy of complete tender document duly signed and sealed as a token of acceptance of all terms and condition.
8. Firms is required to upload signed and sealed copy of this documents as compliance to Scope of Work.

Annexure- B

SCOPE OF WORK AND TECHNICAL SPECIFICATION

Terms & Condition

1) The C.A. Firm shall deploy a qualified Charted Accountant and Two experienced Assistants on regular basis to cover the scope of work. Deployed Charted Accountant should be capable of handling of accounts in SAP. Overall responsibility shall be of the CA Firm for the assigned work under the tender.

2) Out of two officials, one should be a qualified CA/CMA-Inter qualified having minimum 3 years' experience and other officials should be B.Com with an experience of 2 years in the area of accounting, taxation, Income tax, GST. All deployed staff must have hands on experience and knowledge in SAP for 2 years. They should be well versed with MS Office (Word, Excel and Power point). In case of non-deployment of any CA and staff member, payment will be deducted proportionately as per P.O.

3) The deployed Assistants should have Accounting and Taxation knowledge, familiar with accounting practices and guidelines issued by Institute of Chartered Accountants of India (ICAI) and familiar with SAP & portals of Govt. Authorities.

4) The deployed staff resume/work experience will be evaluated to know about the credentials of the candidate to perform the tendered scope of work. The staff deployed must have the knowledge of SAP and acquainted with GST, Income Tax, Govt. Authorities. Staff will be allowed only after evaluation of their credential to perform tendered scope of work of IGM, Mumbai.

5) CA and Assistants deployed must be available full time as per office hours. The payment to the firm shall be regulated as per the regular attendance system of IGM, Mumbai.

6) They shall work under the overall supervision of the Officers in Finance & Accounts Department.

7) The firm will suggest remedial measures wherever lapses found in work w.r.t. Accounts compliance for smooth functioning of Finance and Accounting Department.

8) The Firm should have an office in Maharashtra. The service provider shall enclose documentary proof of valid head office/branch office of ICAI registrations will only be accepted.

9) After selection of the deployed staffs, have to continue for entire execution of contract period. Undertaking on the letterhead in this regard needs to be submitted by the successful bidder. In case of replacement of staff during the contract period, penalty of Rs.10000/- on every occasion of replacement of staff shall be levied and deducted from the firm's monthly bill.

10) In case of redeployment of staff same terms and conditions will be applicable. Frequent changes in manpower will not be entertained, otherwise the contract will be liable for cancellation and the Security amount submitted will be forfeited.

11) If required man days are not fulfilled by the firm, then payment will be deducted proportionately.

12) All expenses towards travelling lodging, boarding, food, other expenses and out of pocket expenses shall be borne by firm itself. No reimbursement will be made by IGM, Mumbai for the above said expenses.

13) TRANSFER AND SUBLETTING: The firm shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly.

14) CA/CMA firms should have at least one office in Mumbai: Head office/ Branch office of ICAI registration is only accepted as a valid documents proof.

15) Extension Clause: The contract may be extended for another one year i.e., for FY 2027-28 with mutual consent at the same price terms and conditions.

Payment terms: 100% payment will be made on monthly basis after satisfactory completion of work and subject to attendance.

Scope of Work

Accounting Work

- Scrutinising all Accounting entries in SAP and scrutiny of GL balances on regular intervals.
- Review of trial balance including all statutory GL and reconciliation of the G/L on monthly basis to avoid any non-compliance of statutory dues.
- Necessary rectifications and accounting practices to be implemented to avoid any audit objection in any audit and in IFC on the part of accounting entries and compliance thereof.
- Review and preparation of valuation of Raw Material, Consumable and Spares, Finished Goods valuations in SAP as per accounting standard in line with policy of the company.
- Verification of journal entries such as month end provisions, deduction of statutory dues, inter unit accounts, rectification of balances, valuation of inventory etc
- Review of asset accounting in the SAP and checking of depreciation as per Ind AS on monthly basis and statement of asset addition.
- To identify lapses for monitoring overall accounting and suggest remedial measures to avoid any future qualifications in audit well in advance.
- Preparation of different MIS every month on or before the stipulated time as per direction of officers in F&A.
- Any other work assigned as directed by Finance officer related to accounting work.

Budget related work

• Preparation of Monthly, Half yearly and annual Revenue Budget. Consolidation and analysis thereof based on Actual Vs budgeted expenditure as per direction of finance officer.

Compliance of deduction of statutory requirement from the payments:
• Ensure legitimate deduction of GST TDS, Income tax TDS under various section as per applicable rules
• Checking and certifying of all vendor bills and sales invoices for proper application / deduction / deposit of GST & TDS on GST as per update amendments in rules/ acts/ notifications / procedures/press release to finance Officers on regular basis pertaining to transactions concerned with the Unit.
• Suggest any other areas where GST is applicable for timely compliance to the requirement of the Act.

The firm is fully responsible for deduction of legitimate deduction of GST and TDS from bills. Any demand arising due to delay in deduction and interest thereof will be borne by the firm.

Note: The firm has to ensure that no financial loss shall be occurred by performing of above activities to IGM Mumbai, else suitable recovery and action shall be taken against the Firm.

Audit related work
- Internal Audit
• Quarterly review and preparation of Non-Moving and slow-Moving Stock statement Inventory report
• Preparation of necessary schedules as per scope of work of Internal Audit and co-ordination with Internal auditors for reporting purpose without any accounting related objections.

- Costing

• Calculation of Activity Rates in SAP consisting of Setup rate, Machine rate & Labour rate on Quarterly basis, based on the Quarterly financial statements, Half yearly limited review financial statements and Audited annual financial statements, as per the requirements of Standard Costing/Actual Costing as defined in SAP.
• Calculation of Overhead rates in SAP after due reconciliation with the P&L account as per the requirement of Standard costing/Actual Costing as defined in SAP.
• The Service provider should ensure correct valuation of Inventory in SAP as per the Accounting Standards and deviations/issues if any whenever observed should be immediately addressed to in consultation with the Finance Executives.
• Maintain and preparation of basic data of costing as per annexures /requirement by management and for the purpose of Cost Audit.
• Co-ordination with Cost auditor for providing requisite information of preparation of data as per annexures of Cost Audit.
• Preparation of annual product costing/CAC & its related work as per requirement.

- Statutory Audit
• Preparation of requisite annexure and data for audit purpose as and when required.
• Preparation of Quarterly and Annual Financial Statement Accounts as per Companies Act & Ind as in consultation with the concerned finance executive and direction of Head Office.
• A charted accountant has to co-ordinate with Statutory auditors resolving any audit qualification including IFC and to be present during discussions.
• Preparation of Tax Audit report and co-ordination with Auditor as per Income tax Act,1961.

To provide information, schedules, data for any other audit such as GST Audit/CAG audit/Income tax Audit in consultation with concerned officer.

All books of Accounts are required to be maintained on double entry accounting system on accrual basis in SAP environment. The CA/CMA firm is required to provide services to ensure correctness and quality of accounts. All reports are required to be certified by Charted Accounts.

SPECIAL INSTRUCTIONS TO FIRMS AND DOCUMENT LIST

1. Format of Application must be completely filled in. Incomplete applications will be rejected out- rightly.
2. Please ensure that date of opening of Head Office, Branch Office, entrance dates of all Partners into the firm, date of joining firm as qualified assistants should be invariably indicated in the application.
3. All bids will be evaluated on the basis of the documents furnished along with applications only. However, in case the Technical evaluation committee (TEC) finds it necessary to call for some document/clarification, then that document as called for will be taken into account during evaluation.
4. Firms participating as MSE/NSIC/DIC etc., will enclose the valid registration certificate, also must have capability to provide relevant service.
5. The Successful bidder will ensure that the information obtained in respect of the operations of the Unit is maintained in strict confidence and secrecy. A certificate towards maintaining confidentiality is to be provided by the firm at the time of acceptance of assignment.
6. The tender period will be for one year.
7. If progress/performance of the firm is not found satisfactory by unit or there are delays in submission of reports, compliance, the management reserves the right to terminate the appointment of the Firm.
a. The firm will be debarred from getting, in future, assignments in unit in the following cases: If the Firm obtains the appointment on the basis of false information/false statement at the time of submission of application/documents for the tender.
b. The Firm is found to have sub-contracted the work.
c. If the Firm does not take up the work as per scope of work.
d. If the Firm does not submit Report, complete in all respect, in terms of the appointment and within the specified date.
e. If the firm is found to be divulging the information of the operations of the company.

Since, all the applications will be evaluated strictly on the basis of Selection and eligibility Criteria, please avoid attaching unsolicited information/documents so as to enable us to process applications swiftly.

List of documents to be submitted along with the application:
Interested audit firms are advised to go through contents of the tender documents carefully and submit all self-attested copies of the following documents

1. Registration certificate of the firm issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India,
2. Information related to year of establishment of Head Office & Branch Office(s), addresses, details of partners and their membership nos. etc. as indicated in the Certificate will be treated as conclusive and final information for evaluation of tenders.
3. Membership certificates of the qualified assistants issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India.
4. Copies of appointment letters for book keeping, accounts, taxation in organizations working on SAP ERP Platform.
5. A copy of complete tender document duly signed and sealed as a token of acceptance of all terms and conditions.

PRICE SCHEDULE

The Price bid should clearly indicate the break-up of the price as under:-
Adhering to the format given below is a Pre-requisite for considering your quotations; quotation, which contains prices, should be in this Performa only (in tabular format) on your letterhead. Price should be quoted in Indian rupees and on door delivery basis:

Sr.No. Price Break up Rate for Hiring of services of CA/CMA firm for Professional Services for one year.

Sr.No.	Item description	Quantity	Total Price with GST
1	Chartered Accountant Fees	12 MON	
2	Assistants Fees	12 MON	
	Grand Total Price		

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i) Total Price in Words

SPECIAL CONDITION

NOTE:

1. Supplier is requested to quote price within 2 decimal place.
2. Please Quote the percentage (%) of GST applicable.
3. Please mention the HSN (8 digit)/SAC (6 digit) code against the quoted items.
4. Method of evaluation:
 The Total Price quoted by the firm shall be considered for evaluation & to decide L1-bidder.
5. 'MON' means : Month

SIGNATURE OF BIDDER WITH DATE
(WITH NAME, DESIGNATION AND SEAL)

NOTE: i)The firm has to fill the Price schedule as per IGMM format and the same is to be uploaded in financial bid only.