

Bid Document

Bid Details	
Bid End Date/Time	22-09-2022 13:00:00
Bid Opening Date/Time	22-09-2022 13:30:00
Bid Offer Validity (From End Date)	90 (Days)
Ministry/State Name	Ministry Of Science And Technology
Department Name	Department Of Scientific And Industrial Research (dsir)
Organisation Name	Council Of Scientific And Industrial Research (csir)
Office Name	Central Scientific Instruments Organisation
Item Category	Financial Advisory Services - Offsite; Tax Advisory
Contract Period	3 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (s)
Years of Past Experience Required for same/similar service	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
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
Bid to RA enabled	Yes
RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders
Time allowed for Technical Clarifications during technical evaluation	10 Days
Estimated Bid Value	120000
Evaluation Method	Total value wise evaluation
Financial Document Indicating Price Breakup Required	Yes

EMD Detail

Required	No
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ePBG Detail

Required	No
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Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	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 data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
4. 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.
5. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.
6. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

Additional Qualification/Data Required

Number of years of experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions.:5 Years

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1662100592.pdf](#)

Financial Advisory Services - Offsite; Tax Advisory (1)

Technical Specifications

Specification	Values
Core	
Deployment Location	Offsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns , Support for Tax Assessment
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	CA
Total Experience of Professionals / Resources (In years)	More than 5 Years
Addon(s)	
Post Financial Advisory Support	Yes

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	To be set as 1	Additional Requirement
1	Nishi Sharma	160030,Central scientific Instruments organisation Sector, 30-C	1	<ul style="list-style-type: none"> Number of months for which Post Advisory support is Required : 12

Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. 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. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. 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. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

This Bid is governed by the [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 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.

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.

---Thank You---



CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
(Council of Scientific & Industrial Research)
Sector-30 C, Chandigarh-160030.

E-NOTICE INVITING TENDER

(No.CSIO/GS/02/2022)

Online Quotation/E-Tender for Hiring Services of Chartered Accountant Firm

Sealed E-Tenders/Quotations are invited for award of below cited Annual Contract for a total period of 03 years (renewal on annual basis) from reputed Chartered Accountant Firms who are holding Valid Registration / License for providing the Services of Chartered Accountant.

LAST DATE AND TIME FOR RECEIPT OF QUOTATION/ TENDER	:	22.09.2022__ (up to 1500 hrs.)
APPROXIMATE <u>ANNUAL</u> VALUE OF WORK	:	Rs 1,20,000/- (One lakh twenty thousand approx.)

The Director, CSIR- CSIO reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any reason whatsoever.

The full details of Tender documents are available on CSIO website "www.csio.res.in".

Tender/quotation may be submitted online on <https://gem.gov.in>

Sd/-
Controller of Administration

Online Quotation/E-Tender for Hiring Services of Chartered Accountant Firms

SCOPE OF WORK: -

A) Related to Income Tax-TDS, GST-TDS

1.	To ensure compliance of timely E-filing of all the returns pertaining to Income Tax-TDS, GST-TDS including E-filing of quarterly TDS returns pertaining to income tax deducted from salaries and TDS deducted from contractors. (24Q and 26Q, GST-TDS return)
2.	Data for filing aforesaid return will be provided by CSIR-CSIO through soft copy/hard copy as required.
3.	To ensure timely generation of Form-16, 16-A. Generation of GST-TDS Challan and certificate/GSTR-7A or any other document mandatory required under aforesaid activities
4.	Timely filing of correction/rectification/revision in monthly/quarterly returns in case of any incorrect entry or invalid/wrong PANs /GST Numbers or any other kind of error in any return of Income Tax-TDS, GST-TDS and GST matter.
5.	Appearing before the Income Tax/GST Authorities on case to case and providing assistance to file reply of Notice of Income Tax-TDS, GST-TDS and GST matters as and when required.
6.	Firm will suggest regarding the maintenance of books/ledgers required for Income Tax-TDS, GST-TDS and GST matters.
7.	Total Period of Annual Contract will be for a period of 03 years (will be renewed annually) subject to satisfactory performance by the Chartered Accountant Firm.
8.	In addition to all the yardsticks of Technical Bid and Price Bid, preference will be given to Chartered Accountant Firm having its office/branch at Chandigarh, Panchkula and Mohali.
9.	In CSIR-CSIO there are approximately tentative 300 number of regular staff for which 24Q date is to be sent and Form 16 is generated. Approximately 100 numbers of contractors for which 26Q data is to be sent.
10.	If onetime/non-routine works(s) arises which is not mentioned in the above scope of work and the combined cost of which is estimated to be more than Rs. 10,000.00 (Rupees TEN THOUSAND only) in a Financial Year, then the payments for such non-routine or exceptional work(s) will be made on mutually agreed rates and terms and conditions, after the approval of Director, CSIR-CSIO. All other non-routine and one time work(s) having an estimated combined value of less than Rs.10,000.00 (Rupees TEN THOUSAND only), even if not mentioned in the scope of work have to be taken up and executed by the firm, for which no extra payments will be made.
11.	However, if a new work(s) comes due to changes in the Taxation laws etc., and which is likely to be repetitive and routine in nature (like introduction of GST-TDS returns after GST returns) then the rates for such items will be decided on mutually agreed terms. The rates of such items will then be added to the original quoted rates and will become part of the annual contract.
12.	During the contract period, no increase whatsoever will be given other than quoted rates.

B) Related to GST Matters: -

1.	To file online monthly/annual GST returns of the institute or any other return as required by the GST Authorities from time to time.
2.	Handling the input tax credit and ensuring proper maintenance of ITC register.
3.	Visit of staff once a month to guide on GST matters.
4.	Consultation/advice on record, maintenance of applicable GST rates.
5.	To maintain proper record of outward and inward supplies of Goods or Services and generation of GSTR-1, GSTR-2, and 3B etc.
6.	To provide guidance leading to full compliance of all rules and regulations of GST Laws and its implementation from time to time.
7.	Assistance in updating GST related portals including e-invoice portal and their related issues as required from time to time.
8.	Assistance in identification of invoices (outward and inward) which are not eligible for ITC.

C) TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION :-

a)	The firm should have at least 05 Years (Five Years) experience of providing similar taxation service to Govt Departments/Autonomous Bodies etc. (Please attach Proof) .
b)	Turnover of firm providing such services should not be less than 05 lakh per annum for the last three years i.e. for 2020-21, 2019-20 and 2018-19. (Please attach Proof) .
c)	The firm hold has their active and fully functional office or branch in Tricity (Chandigarh, Mohali and Panchkula). (Please attach Proof) .
d)	Initially the contract will be for a period of one year which will be extendable to the 2 nd and 3 rd year depending upon the satisfactory performance of the CA Firm.
e)	Payment will be released on quarterly/half yearly/yearly basis as desired by the Consulting firm. IT-TDS will be deducted as per rule from the bill.
f)	An undertaking that the Agency/company/firm is not blacklisted by any CSIR Lab./Instt. Or any Govt. Department.
g)	The lowest quoting firm will be given preference over others. However, Director, CSIR-CSIO, Chandigarh reserves the right to reject all or even the lowest quotation without assigning any reason
h)	The Director, CSIR-CSIO may terminate the contract of the selected firm on account of unsatisfactory service by giving a notice of one month.
i)	The selected firm shall have to enter into an agreement before work and submit a performance security of Rs. 10,000(Ten thousand only) in form of Demand Draft /FDR in favour of Director CSIO, Chandigarh
j)	The rate should be quoted as lump sum per month for all activities mentioned in scope of work.

D): SELF ATTESTED DOCUMENTS TO BE ATTACHED: -

1.	Copy of PAN Number and GST Number
2.	Copy of CA Registration Number/Trade Certificate for carrying out aforesaid activities.
3.	RTGS/NEFT Details of the firm
4.	Copies of documents in support of experience, turnover and active fully functional branch in the tricity.

Technical Bid

Name of Work: - **“Annual Contract for Hiring Services of Chartered Accountant Firm
DETAILED STATUS OF THE FIRM**

PROFILE OF CHARTERED ACCOUNTANT FIRM

SR. I	PARTICULARS REQUIRED II	PARTICULARS GIVEN III	*PAGE No. IV
1.	Name of the Firm		-
2.	Registration No. (Attach Copy)		
3.	PAN No. (Attach Copy)		
4.	Annual Turn Over (Attach Copy)		
5.	Experience (Attach Copy)		
6.	Customers Satisfaction certificate		
7.	Whether firm has its own office at Chandigarh, Panchkula or Mohali.		
8.	Email address for all communications		
9.	Mobile Nos. of authorized persons		
10.	Any other information, if any.		

***Indicating page number in column No. IV above is mandatory.**

Declaration by the bidder: -

This is to certify that I/We before signing his tender and quoting the rates have fully understood all the terms and conditions, scope of work and undertake myself/over selves to abide by them.

(Signature)
Authorised Signatory
WITH SEAL

Dated :

PRICE BID

<u>PARTICULARS REQUIRED</u>	<u>PARTICULARS GIVEN</u>
NAME, ADDRESS AND CONTACT NUMBER OF THE FIRM <i>(Telephone No., Mobile No. and E-mail)</i>	
QUOTED LUMP SUM AMOUNT PER MONTH <i>(In Rs.)</i>	Rs. In words :- (Rupees _____ _____ only)

1.	The quote will be treated as invalid/unresponsive, if item wise rates are quoted. Only a single lump sum amount per month which shall remain valid for three financial years for all works as per scope of work.
2.	a) Firm quoting lowest overall will be treated as `L1` firm. b) If there is a mismatch in Rate in Figures and rate in Words, then the Rate in Words will be taken as the Quoted Rate. Note : a) Rates must be inclusive of all types of charges and applicable statutory taxes and levies other than GST. GST shall be refunded on production of proof of submission.
3.	The firm should not devise their own format or lay down any other conditions except lump sum amount. Conditional quote are liable to be rejected.
4.	Applicable Taxes, if any, shall be paid extra, on reimbursement basis on production of receipts.
5.	The authorized officer of the firm should sign and stamp the pages of this letter and submit the complete tender/quotation may be submitted online on https://gem.gov.in on or before 22-Sep-2022 (up to 1500 hrs.).

(Signature)
Authorised Signatory
WITH STAMP