



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5213750  
Dated/दिनांक : 26-07-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	10-08-2024 14:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	10-08-2024 14:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	45 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Consumer Affairs Food And Public Distribution
Department Name/विभाग का नाम	Department Of Food And Public Distribution
Organisation Name/संगठन का नाम	Food Corporation Of India (fci)
Office Name/कार्यालय का नाम	District Office Sriganaganagar
Item Category/मद केटेगरी	Financial Advisory Services - Offsite; Tax Advisory
Contract Period/अनुबंध अवधि	1 Year(s) 7 Month(s) 18 Day(s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	472860
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
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**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
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**Splitting/विभाजन**

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

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. Purchase preference will be given to MSEs having valid Udyam Registration 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. 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. In respect of bid 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 product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. 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 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [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.

2. 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.

3. 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.

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

**Scope of work to be uploaded by buyer:**[1721996839.pdf](#)

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

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Deployment Location	Offsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing TDS , Tax Related Consultancy
Financial Advisory Reports	Yes
Frequency of Progress Report	Quarterly
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Certified internal auditor (ICAI)
Total Experience of Professionals / Resources (In years)	5 - 7 Years
<b>Addon(s)/एडऑन</b>	
Post Financial Advisory Support	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Sunil Kumar	335001,P-159, Sriganganagar	1	N/A

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

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. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Upload NIT in Buyer Added based ATC clauses

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## 3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

## Disclaimer/अस्वीकरण

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.

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.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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/सामान्य नियम और शर्तें 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./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।

---Thank You/धन्यवाद---

Tender No. NG17/A/Cs/G.CORS/2023-24/CA/01

Dated 24.07.2024

भारतीय खाद्य निगम FOOD CORPORATION OF INDIA

मंडल कार्यालय DIVISIONAL OFFICE: श्रीगंगानगर SRIGANGANAGAR

159 पी ब्लॉक P BLOCK श्रीगंगानगर SRIGANGANAGAR (राजस्थान RAJASTHAN)

**ई -टेंडर नोटिस सं. E- TENDER NOTICE**

**No. A/Cs/SGNR/2023-24/MTF-NIT Date: 24.07.2024**

मंडल कार्यालय श्रीगंगानगर के अंतर्गत CA की नियुक्ति के लिए ई-निविदा

**E-tender for appointment of CA under FCI DO Sriganganagar.**

(केवल ऑनलाइन निविदाएँ ही स्वीकार की जाएंगी। ऑफलाइन निविदा स्वीकार नहीं की जाएंगी।)

**(ONLY ONLINE TENDERS WILL BE ACCEPTED. NO OFFLINE TENDERS/SUBMISSION OF DOCUMENTS WILL BE CONSIDERED)**

For and on behalf of the Food Corporation of India (Hereinafter called the Corporation) the Divisional Manager, Food Corporation of India, Divisional Office, Sriganganagar invites online tenders UNDER TWO BID SYSTEM at Government E-Marketplace (GeM) Portal (URL <https://gem.gov.in>) from experienced sole proprietary concern or Registered Partnership firm or a Private Limited Company or a Public Limited Company incorporated in India for appointment of CA for Services regarding Tax Matters and others etc. for FY 2024-25 and 2025-26 under FCI Divisional Office, Sriganganagar . The details are as under:-

**Scope of Work: Period of Assignment**

Period of assignment for the work to be undertaken by the Firm will be for two years starting from the FY 2024-25 (starting from the date of commencement mentioned in the letter of award) at the sole discretion of the Food Corporation of India.

**Direct Taxes Matters: -**

- 1.1. Computation and depositing of Monthly TDS (Salary & non-Salary) and reconciliation with the books of accounts. Filing of quarterly TDS returns such as 24 Q, 26 Q, etc. Downloading of TDS certificates from the TRACES and providing the same to the concerned party under the record.
- 1.2. Carrying of corrections required in TDS returns relating to PANs, challans etc.

in TRACES and to provide the revised /corrected certificates to the parties concerned.

- 1.3. Reconciliation of TDS returns filed with the books of accounts.
- 1.4. Computing the advance tax liability under the Income Tax Act and suggesting the amount to be deposited before the applicable due date.
- 1.5. Periodical reconciliation of TDS deducted by client/customers/ vendors of FCI with Form 26 AS and to intimate the detail of parties whose taxes are not reflecting in Form 26 AS to FCI for following up with the client.
- 1.6. To ensure filing of Annual Income Tax return, Annual Information Report (AIR), Form-61 A (Statement of Financial Transactions) required to be filed and any other return as required to be filed under the Income Tax Act 1961.
- 1.7. To update the amendments/changes brought in the Direct Taxes from time to time to all the concerned. Any changes or updates to tax laws or regulations that may impact the Quarterly TDS Return filing will be promptly communicated to us.
- 1.8. In case Assessment / Scrutiny of Income Tax/TDS, drafting of reply and submission of the necessary details to the department to get the assessment / scrutiny completed up to the Tribunal level.
- 1.9. Preparation of reply to Notices etc. & appearance before the Department/ Authority and submitting of information with the prior discussion with FCI up to the Tribunal Level.
- 1.10. Providing advice / opinion / update on Direct Tax Matters.
- 1.11. Any other compliance/ related work required to be conducted under the Income Tax Act or as directed by FCI from time to time based on its requirement.
- 1.12. The return and other Modifications needs to be filled only after receiving official mail from FCI office and the inline E-Mail needs to be attached at the time of claiming the Bill. No any private bill without documentary proof will not be entertained.
- 1.13. 1. Your firm shall maintain strict confidentiality regarding our financial information and shall not disclose any data to third parties without our prior written consent.
- 1.14. The results of technical evaluation will be uploaded on the GEM Portal. In case there are technically disqualified bidders, the reasons for disqualification will be uploaded and price bid shall be opened only after two working days. If any of the bidders is disqualified, he may submit grievance (if any) to Divisional Manager only through GEM Portal within two working days from the date of disqualification. **However, new uploaded documents will not be accepted.**

Furthermore, any fee/charges applicable/ levied by the Tax Authorities such as return uploading fees, appeal Filing fees or any other statutory filing fees etc. which cannot be termed as "Service to FCI" shall be reimbursed to the firm on actual basis i.e. on production of necessary proof of such payment.

**It may be noted that except, as provided in this clause, no other charges shall be paid by**

**FCI from those quoted in the financial bid duly accepted and approved by FCI.**

**Note:- The bidder firm shall attend to all the notices and cases or any queries raised by Income Tax, Service Tax, VAT, GST or any other tax authorities after awarding above contract up to the tribunal level without charging any additional fees. It is further clarified that the notices**

**/ cases / queries issued prior to the appointment of the prospective bidder firm related to various taxation matters will also be handled by the firm except for the cases which have already been assigned to various professionals i.e. Advocates/Consultant/Chartered Accountant firms.**

The following eligibility criteria are mandatory for participating in this Open tender.

- (i) The Bidder must be either a sole proprietary concern or Registered Partnership firm or a Private Limited Company or a Public Limited Company incorporated in India , or LLP and should have been in consultation Accounting, Auditing and taxation services in India at least for the 5 years , LLP Registration certificate /Registered partnership deed required).
- (ii) **The Registered head office /Branch office of bidder must be in SRIGANGANAGAR (Rajasthan). (Copy of registration certificate issued by the ICAI for details of Head office and Branches required)**
- (iii) The bidder should have an experience of providing Indirect/ Direct taxation consultancy services for minimum continuous period of one year in any of the last five years to at least 2 clients of Ministry/Department of Central /State Government, CPSUs, SPSUs(Experience certificate to be enclosed).
- (iv) The bidder should have valid PAN & GST certificate.(If applicable)

### **Detail of Documents to be enclosed.**

1. Registered Partnership deed/LLP Registration.
2. ICAI Registration certificate.
3. PAN Card & GST Registration Certificate(If applicable)
4. Experience certificate as per clause 5(III).
5. List of offices (HO & Branches) (Self-Certified)
6. List of qualified CA as partners.(Self-Certified)
7. Letter of undertaking as Annex. C & D. (Self-Certified)
8. Annual Turnover/ Receipts Certificate for last one financial year. (Self-Certified).
9. The copy of NIT(Self-Certified)



**annexure A**

**General Information**

**Thus, rate for each component of the scope of work based on the PMR on yearly basis will be calculated as below :-**

	<b>Particulars</b>	<b>Fees</b>	<b>No. of estimate enteries</b>	<b>Estimated expenditure Amount (in Rs.)</b>
1	Form no.24Q (1 to 100 enteries)	Rs. 1200/- Per Return	400 enteries	4800/-
	In addition to above If more than 100 enteries	Rs. 12/- Per Entry	4400 enteries	92800/-
2	Form no.26Q (1 to 100 enteries)	Rs. 1200/- Per Return	300 enteries	3600/-
	In addition to above If more than 100 enteries	Rs. 12/- Per Entry	1560 enteries	18720/-
3	Form no.24 (annual data)(1 to 100 enteries)	Rs. 1200/- Per Return	400 enteries	4800/-
	In addition to above If more than 100 enteries	Rs. 18/- Per Entry	155 enteries	2790/-
4	Form no.24Q (Revised Entry)	Rs. 1200/- Per Return	2 enteries	2400/-
5	Form no.26Q (Revised Entry)	Rs. 1200/- Per Return	2 enteries	2400/-
6	Form no. 16	Rs. 24/- Per Entry	155 enteries	3720/-

7	Form no. 16A	Rs. 24/- Per Entry	4000 enteries	96000/-
8	Reply of Notice	Rs. 1200/- Per Return	1 Notice	1200/-
9	Consultation Fee	Rs. 600/-	2 Consultations	1200/-
	NSDL /CD /Other charges	Rs.2,000/-		2000/-
	Total			236430/-

The amount above mentioned is on yearly basis and 2 yearly amount will be  $236430*2=472860/-$

The particulars given above are intended merely to help the tenderer to form his own idea of the approximate quantum of work involved in this contract. No guarantee is given that all the items of work shown above will be required to be performed.

**Methodology for offering/Quoting of Price Bid in respect of hiring the CA.**

The prospective bidders are advised to follow the below given methodology for quoting rates component wise i.r.o services needs to be provided. Out of the 10 different items (mentioned below) involved in the work of CA, Bidder shall quote one single rate (in Rs.) in absolute terms. The rate of the major items involved shall then be compared with schedule of rates (SOR/Rate per item), and percentage increase/decrease shall be worked out and this SOR/BSOR/ASOR shall be made applicable to all the items involved. Thus the rate putting through the GeM in absolute terms shall be almost similar to the existing practice of quoting percentage of SOR.

**Formula ASOR/BSOR % = ((Quoted amount – SOR amount)/SOR amount) \* 100**

**a. In case percentage computed above is negative, it will be considered below SOR or BSOR**

**b. In case percentage computed is ZERO, it will equal to SOR.**

**c. In case percentage computed is positive, it will be considered above SOR or ASOR.**

**Thus, rate for each component of the scope of work based on the PMR will be calculated as below illustration (To be treated only as example):-**

Suppos, the average value of contract in terms of SOR (Quantitative SOR in absolute terms)(Rs.) for work related to CA is Rs. 472860/-.

Description	Example
BSOR	Bidder shall Quote 425034/- in absolute terms then as per above formula for arriving the percentage (%) =(( quoted amount i.e. 425034/- SOR amount i.e 472860/-) *100 i.e.(-) 10%. Since percentage computed is negative, it will be considered Below SOR i.e. 10% BSOR. Accordingly, payment will be made to the Bidder for all the applicable items (Annexure A) as per 10% BSOR.
SOR	Bidder shall Quote 472860/- in absolute terms then as per above formula for arriving the percentage (%) =(( quoted amount i.e. 472860/- SOR amount i.e 472860/-) *100 i.e.(-) 0%. Since percentage computed is ZERO, it will be considered equal to SOR. Accordingly, payment will be made to the Bidder for all the applicable items(Annexure A) as per SOR.
ASOR	Bidder shall Quote 520146/- in absolute terms then as per above formula for arriving the percentage (%) =(( quoted amount i.e. 520146/- SOR amount i.e 472860/-) *100 i.e.(+) 10%. Since percentage computed is positive, it will be considered Above SOR i.e. 10% ASOR. Accordingly, payment will be made to the Bidder for all the applicable items(Annexure A) as per 10% ASOR.

Further, it is to submit that the BSOR/SOR/ASOR thus quoted by the bidder as illustrated above, shall be made applicable to all 10 items of schedule of rates given above and bills will be regulated as per the SOR and the percentage BSOR/SOR/ASOR received/Quoted by the bidders on actual work by the bidders on actual basis, as per the terms.

Note :- The bidder has to quote the rate of total price value through GeM on the basis of Estimated expenditure mentioned.

Annexure 'C'

Letter of Undertaking  
(On Firm/Company's letterhead)

Date:

To,  
Divisional Manger  
Food Corporation of India  
Divisional office Sriganaganagar  
Rajasthan

**Subject: Letter of Undertaking for professionals.**

Dear Sir,

This is with reference to the tender named as

We <Name of the Bidder> hereby confirm that I/My firm am/is having experience more than 5 years in the area of consultancy /Taxation/Auditing & Accounting.

**List of qualified professional along with qualification and year of experience is enclosed.**

For (Name of the bidder Company)

Authorized Signatory (Seal & Stamp)

Annexure 'D'

Letter of Undertaking  
(On Firm/Company's letterhead)

Date:

To,  
Divisional Manger  
Food Corporation of India  
Divisional office Sriganaganagar  
Rajasthan

**Subject: Letter of Undertaking for Experience in Litigations in Direct & Indirect Taxation.**

Dear Sir,

This is with reference to the tender named as "We <Name of the Bidder> hereby confirm that we have experience in litigations in the field of Direct and Indirect Taxation such as Income Tax, VAT, Excise Duty, Customs Duty and Service Tax and Goods and Service Tax Act.

**List of major litigations attended by our firm/company is enclosed.**

For (Name of the Bidder Company)

Authorized Signatory (Seal & Stamp)