



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/4951660
Dated/दिनांक : 16-05-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	30-05-2024 19:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	30-05-2024 19:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Madhya Pradesh
Department Name/विभाग का नाम	Forest Department Madhya Pradesh
Organisation Name/संगठन का नाम	Madhya Pradesh State Minor Forest Produce Federation Department Of Forest Government Of Madhya Pradesh
Office Name/कार्यालय का नाम	74 Bunglow, Indira Nikunj, Bhopal (m.p.)
Item Category/मद केटेगरी	Manpower Hiring for Financial Services - Offsite; Chartered Accountant
Contract Period/अनुबंध अवधि	2 Year(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),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (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	350000

Bid Details/बिड विवरण

Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

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 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, 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. [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.
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: [1715862678.pdf](#)

Manpower Hiring For Financial Services - Offsite; Chartered Accountant (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Offsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	CHARTERED ACCOUNTANT
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	5 - 7 Years
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of manpower deployed	Additional Requirement/अतिरिक्त आवश्यकता
1	Deepak Kumar Shah	462003,M.P.State Minor Forest Produce (T & D) Co-op. Fed .Ltd. , A- Block,1 st Floor, Van Bhawan, Tulsi Nagar, Bhopal - 462003 (M.P.), INDIA	1	<ul style="list-style-type: none"> Number of Months : 24

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

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---

**M P State Minor Forest Produce (T&D) CO-Operative Fedration Ltd, Bhopal
VAN Bhawan Link Road Number 2 Bhopal.**

**Appointment of GST and Income Tax Consultant for the
Period 01-07-2024 to 30-06-2026**

Offer are invited from firms for appointment as GST and Income tax consultant

The scope of work for the assignment would be as follows: -

(A) GST related matter

- 1- Filling of GST 3B and GST 1 return on monthly basis as per present system in GST Act.
- 2- Filing of GST TDS returns on monthly basis and issuance of certificates thereof as per the provision of the law.
- 3- Filling of application for refund under GST if any
- 4- Filling of annual returns under GST.
- 5- Coordinating for annual audit under GST and filing of Annual GST Audit.
- 6- Working of RCM.
- 7- GST ITC reconciliation on monthly basis.
- 8- Appraising and updating the M P MFP FEDERATION BHOPAL on latest changes in GST ACT, Rules, Notification etc. suo moto as well as and when required by the M P MFP FEDERATION Bhopal.
- 9- Day to Day consultancy over phone, email pertaining to various GST. IT, TDS matters and in office if called.
- 10- Appearing before assessing authorities.
- 11- Submission of various replies to queries/enquires and various rectifications.
- 12- Appearing before the authorities for Regular Assessments, Appeals pending at various stages Before Appellate Authorities.
- 13- Appearing in all old case in various assessing and appellate authorities.

(B) Income Tax

- 1- Consultancy on TDS, TCS, preparation and filling of quarterly TDS returns (Including filing of revised TDS return for one time as required): -
 - Form 24Q
 - Form 26Q
 - Form 27EQ
 - One-time revision of any of above form per quarter, (Further Revision shall be charged as mutually decided between the parties)
- 2- Issuance of Form 16 and Form 16A.
- 3- Generation of TDS/TCS Challan for payment of Tax.
- 4- Preparation and filing of Annual Income Tax Returns.
- 5- Tax Audit u/s 44AB of Income Tax Act.
- 6- Filing of Appeals under the Act as required. Also, Appearing before The Department of Income Tax for pending assessments, appeals, proceedings, refunds, rectifications, TDS & TCS and other allied matters.

(C) Professional tax

- 1- Preparation & filing of returns and assessments there off.
- 2- Filing of Appeal & Appearing in the same.

(D) Cleansing of financial statements .

Consultancy as needed for Cleansing of financial statements of Federation.

(E) VAT

- 1- Filing of Appeals if required under the VAT Act.
- 2- Appearing for the Assessments, Appeals pending at various stages before the Appellate Officer, Appellate Board, & remand cases.
- 3- Follow up for pending refunds under the act.

(F) Entry Tax

- 1- Filing of Appeals under the Entry Tax Act.
- 2- Appearing for the Assessments, Appeals pending at various stages before the Appellate Officer, Appellate Board, & remand cases.
- 3- Follow up for pending refunds under the act.

(G) Central Sale Tax (CST)

- 1- Filing of Appeals under the VAT Act.
- 2- Appearing for the Assessments, Appeals pending at various stages before the Appellate Officer, Appellate Board, & remand cases.
- 3- Follow up for pending refunds under the act.

(H) Tender Relating Work

Procurement and sales made by the organization are made through tendering process. Preparing Tender and Consultancy for Tender Document. One of the partners of the firm should be present during the evaluation process.

(I) EPF Cases, Appeals and follow up.

(J) Any other Consultancy assigned by the Managing Director of the federation.

Eligibility and Terms & Conditions: -

- The firm should be a partnership firm. At least 1 partners should be fellow members of the ICAI.
- The firm must have experience in providing accounting services to the government department/organizations, and must have satisfactory performance certificate issued by them.
- At least one partner should have certification in GST by ICAI.
- Preference shall be given to the firms having experience in providing services to the Forest Departments in last 5 financial years.

- The firm should not be blacklisted by any of the department/organizations.
- Offer of the firm shall be exclusive of taxes. The firm must be registered with GST and GSTIN of the firm may be indicated separately. All the bills raised by the firm must bear GSTIN of Minor Forest Federation.
- The firm shall indicate the name of the Firm, name of its bank, bank account number and its ISFC code separately for payment. A copy of cancelled cheque may also be submitted for making online payments.
- The Firm must have its headquarter/Branch in Bhopal.
- The firm has to ensure that the processing and implementation works are carried without any disruption in day to day working of the organization.
- If the firm fails to provide the satisfactory performance, Minor Forest Federation shall be at the liberty to terminate the contract.
- The tendering firm will comply with all data security, back up and confidentiality regulations of Minor Forest. Any breach of this condition will render the entire contract as null and void.
- Bids are to be submitted in two parts viz. Technical Bid and Price Bid in a sealed envelope containing two separate sealed envelopes of each of the bids. Any mention of price in technical bid will disqualify the bid.
- Firms are required to submit their detailed profile.
- Applications should be addressed to M.D. M.P. Minor Forest Produce (T&D) Co-Operative Federation Ltd., Bhopal, 462003 subscribing on the envelope
- Management reserves the right to accept or reject any or all the tenders or to waive any informality, minor deviation or omission or partial modification of scope without assigning any reasons whatsoever.

Technical Bid

Annexure-I

Sl. No.	Eligibility Criteria	Supporting Documents to be attached
1.	Firm should be registered with ICAI.	Copy of Firms Registration Certificate.
2.	Experience of work with government departments/organizations M.P. preference to firms with co-operative exposure	Copy of work orders.
3.	Details of firm and partners	Firm profile
4.	GST Certification with ICAI	Certificate
5.	PAN and GST Registration	Copy
6.	Declaration that the firm is not blacklisted by any government department/institution.	Declaration on letter head.
7	The Firm should have at least 3 partners and at least one of the partner should have certification of GST issued by ICAI and two of the the partner must have DISA issued by ICAI. Firm must have One partner with CISA certification.	Copy of Documents.

- Priority shall be given to firms who have experience of working in any of the department or bodies of forest department of MP Government.
- Supporting documents as mentioned above in Column no. 3 are required to be submitted along with technical bid.
- Apart from the above Firms should enclose copy of PAN and GST Registration Certificate.

Sample Financial Bid

Format for submission of Price Bid

Sl. No.	Base Fees	GST @18%	Total
1	2	3	4