



Bid Number/बोली क्रमांक (बिड संख्या):

GEM/2024/B/4869118

Dated/दिनांक : 17-04-2024

**Bid Document/ बिड दस्तावेज़**

<b>Bid Details/बिड विवरण</b>	
<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	15-05-2024 16:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	15-05-2024 16:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	120 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Ministry Of Mines
<b>Department Name/विभाग का नाम</b>	Materials
<b>Organisation Name/संगठन का नाम</b>	National Aluminium Company Limited, Bhubaneswar
<b>Office Name/कार्यालय का नाम</b>	Corporate
<b>Item Category/मद केटेगरी</b>	Financial Advisory Services - Offsite; GST Consultant
<b>Contract Period/अनुबंध अवधि</b>	3 Year(s)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)</b>	1 Lakh (s)
<b>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</b>	3 Year (s)
<b>MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट</b>	No
<b>Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट</b>	No
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	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
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>ITC available to buyer/क्रेता के लिए उपलब्ध आईटीसी</b>	Yes
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid

**Bid Details/बिड विवरण**

<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Evaluation Method/मूल्यांकन पद्धति</b>	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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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 document (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. 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.

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

**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.:3 YEARS**

**Scope of work to be uploaded by buyer:**[1713347441.pdf](#)

**Financial Advisory Services - Offsite; GST Consultant ( 1 )****Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Deployment Location	Offsite
Category of financial advisory service	GST Consultant
Sub-category of Financial Advisory Services	As per NIT
Financial Advisory Reports	Yes
Frequency of Progress Report	As per NIT
Type of Professional/Resources required	Chartered accountant , COST ACCOUNTANT
Qualification of Professional/Resources required	CA , ICWA
Certification of Professional/Resources required	As per NIT
Total Experience of Professionals / Resources (In years)	3 - 5 Years
<b>Addon(s)/एडऑन</b>	
Post Financial Advisory Support	NA

**Input Tax Credit(ITC)/इनपुट कर क्रेडिट(आईटीसी) and/ तथा Reverse Charge(RCM)/रिवर्स प्रभार (आरसीएम) Details**

ITC on GST/जीएसटी पर इनपुट कर क्रेडिट	ITC on GST Cess/जीएसटी उपकर कर क्रेडिट
100%	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	Avinash Kumar Thakur	600018,3E, Century Plaza, 560 , Anna Salai, Teynampet, Chennai - 600018	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. 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.

## 3. Buyer Added Bid Specific ATC

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

## 4. Past Project Experience

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

## 5. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

## 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.

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---**

**NOTICE INVITING TENDER (NIT)**

M/s National Aluminium Company Limited (A Govt. of India Enterprise) is a listed Public Sector Navratna Company functioning under the aegis of Ministry of Mines, Government of India having integrated and diversified operations in mining, metal and power. The Company's registered office is located at NALCO Bhavan, Nayapalli, Bhubaneswar- 751 061 and has four regional offices.

One of the Regional Offices (Southern Region), located at Door No. 3-E, Century Plaza, No. 560, Anna Salai, Teynampet, Chennai 600 018, invites bids for providing GST Professional & Audit services as per detailed scope of work and other terms and conditions mentioned below.

**(I) Scope of Work**

- i. All changes in GST registration, core & non-core details and similar works as and when required;
- ii. Liaison with GST & allied authorities on behalf of NALCO, Chennai for Indirect Tax matters;
- iii. Sales Tax/GST: Pending Sales Tax/Service Tax/GST assessment is to be completed within stipulated time as & when required and as per instruction of local Sales Tax/GST Authorities. Consultant has to take all responsibilities for completion of above work within stipulated time frame as per Sales Tax/GST norms.
- iv. Regular report is to be sent to us by the consultant on present Sales Tax/GST structure of our products (Aluminium Ingot, Sow Ingot, Billet, Wire Rod, Cast Strips, Rolled Products, Zeolite, Special Hydrates & Special Alumina, etc) and in future whenever there will be any change in Sales Tax/GST structure or any procedure.
- v. Tracking/guiding GST related pending issues regarding electronic credit ledger balances, cash payments or credit availed with GST portal etc
- vi. Reply and representation of GST Audit discrepancy, show cause notice, demand etc
- vii. All works related to assessment, attending hearing and preparing reply and follow up with Sales Tax/GST Commissioners for any refunds against any pending cases.

Signature Name of the bidder Seal / Stamp	
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- viii. Completion of assessment under GST for the financial years 2023-24, 2024-25, 2025-26 and 2026-27;
- ix. Completion of annual audit as per GST law for the financial year 2023-24, 2024-25, 2025-26 and 2026-27;
- x. Physical stock taking at stockyard and submission of report as at the end of every quarter;
- xi. Timely filing of monthly/quarterly/annual GST returns & statements;
- xii. In case of need, opinion on indirect tax matters, as may be required from time to time;
- xiii. Any other activities related to GST or Indirect Taxes and its periodic compliance, as and when necessary.

**(II) Duration of Contract**

- i. This contract shall be for a period of three years, commencing from 01-06-2024 or such other future date mentioned in the Work Order.
- ii. However, responsibility of completing the filing, GST assessment & audit for the F.Y. 2023-24, F.Y. 2024-25, F.Y. 2025-26 and F.Y. 2026-27 lies with you, irrespective of the time frame mentioned above.
- iii. The contract may be renewed for a further period of nine months on prior written mutual consent from both the parties, at the same rate, terms & conditions of this NIT.
- iv. NALCO reserves the right to terminate the contract at any time during the currency of the contract by giving one month notice of its intention to do so. In the event of any such termination of the contract, you shall only be entitled for professional fees for service actually provided under the contract till the date of termination of contract.

**(III) Payment terms**

- i. 30% of the total annual professional fees shall be payable in the month of October of the year;
- ii. 30% of the total annual professional fees shall be payable in the month of April of the year;

Signature Name of the bidder Seal / Stamp	
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- iii. Balance 40% of total annual professional fees shall be payable upon satisfactory completion of filing, assessment & audit of respective year.
- iv. For example, for the first year of engagement, i.e., for the period from 01-04-2024 to 31-03-2025, the fees shall be payable as per the following schedule:
  - a. 30% of the annual fees – Payable in October 2024;
  - b. 30% of the annual fees – Payable in April 2025;
  - c. Balance 40% of annual fee – Payable after satisfactory completion of filing, assessment & audit for F.Y. 2023-24 and F.Y. 2024-25.

**Note:** Payment shall be released only by electronic mode (NETF/RTGS) upon submission of bank mandate and on periodic submission of full & proper invoice.

**(IV) Documents to be Submitted**

- i. All the pages of the offer documents should be signed and stamped properly and sent along with the offer certifying your acceptance of all terms and conditions of this tender documents.
- ii. Profile of the bidder indicating in detail, the experience with regard to scope of work.
- iii. Copy of Certificate of Practice issued by relevant Professional Institutions, wherever applicable.
- iv. Copy of PAN Card and GST Registration Certificate of Tamilnadu.

**(V) General Terms & Conditions**

- i. The validity of the offer should be up to 120 days from the date of opening of bid.
- ii. A bidder may seek clarification regarding the bidding documents provisions, bidding process and/or rejection of his bid. NALCO shall respond to such queries within a reasonable time. However, NALCO reserves the right either to accept or reject the bid, in part or in full.

**(VI) SPECIAL CONDITIONS.**

- i. Consultant should be a Chartered Accountant/Cost Accountant and should have the office in Chennai.
- ii. Consultant should be a GST registered firm.

Signature Name of the bidder Seal / Stamp	
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- iii. Consultant should have experience of at least 3 Years in PSU/Govt. Organization in GST related matters and also have to submit the related work orders as a part of technical criteria for acceptability of the offer.
- iv. No TA/DA will be paid.

Yours sincerely,  
For National Aluminium Co. Ltd.,

(Ritesh Kumar Jain)  
SM (Fin)

Signature	
Name of the bidder	
Seal / Stamp	