



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/4919621
Dated/दिनांक : 07-05-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	17-05-2024 13:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	17-05-2024 13:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Defence
Department Name/विभाग का नाम	Department Of Defence Production
Organisation Name/संगठन का नाम	Yantra India Limited
Office Name/कार्यालय का नाम	*****
Item Category/मद केटेगरी	Custom Bid for Services - Hiring of Service of Chartered Accountant for Accounting as per Annexure A
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	4 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	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 Details/बिड विवरण

Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	Yes
RA Qualification Rule	H1-Highest Priced Bid Elimination
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	389400
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. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. 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.

4. 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.

5. 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.

[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.

6. 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.

7. 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.

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

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Pre Qualification Criteria (PQC) etc if any required:[1715062124.pdf](#)

Scope of Work:[1715062140.pdf](#)

Payment Terms:[1715062147.pdf](#)

Project Experience and Qualifying Criteria Requirement:[1715062190.pdf](#)

GEM Availability Report (GAR):[1715062208.pdf](#)

Buyer's Competent Authority Approval:[1715062219.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1715062273.pdf](#)

Custom Bid For Services - Hiring Of Service Of Chartered Accountant For Accounting

As Per Annexure A (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Hiring of Service of Chartered Accountant for Accounting as per Annexure A
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
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	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	*****	*****GHAZIABAD	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. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

(A) : Pre-qualification/eligibility criteria (PQC) :-

1. Firm should be able to provide services of a Chartered Accountant, having a valid registration number w

ith ICAI.

2. Firm should have successfully executed similar contract in Central Govt./PSU/Ordnance Factory during last 03 years having minimum of Contract value :

(a) One Contract of 80% of the total value of the contract

or

(b) Two Contracts of 50% of the total value of the contract each

or

(c) Three contracts of 40% of total value of the contract each.

(S.O. copies and Past performance certificate to be submitted /enclosed by bidder.)

3. Firm should have a registered main/branch office in Ghaziabad district.

(Firm has to produce a documentary evidence in support of the criteria at Sl. No. 3 from any of the following: - Commercial Rent Agreement /Commercial Lease Agreement/Any documents on address mentioned in MSME/NSIC Certificate/ISO certificate / any other documents issued by State /Central Government confirming the address).

(B) Scope of work : As per Annexure 'A'

(C) Additional terms & conditions

(i) Fall clause : As per YIL Procurement Manual 2022, available at public domain :

<https://www.yantraindia.co.in/downloads.php>

(ii) Other terms & conditions as per GeM ATC/GTC (if any)

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.

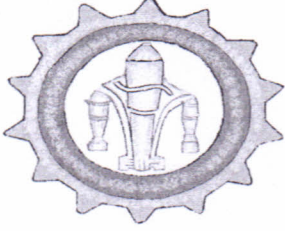
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as 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---



आयुध निर्माणी मुरादनगर

(भारत सरकार का उद्यम, रक्षा मंत्रालय)

ORDNANCE FACTORY MURADNAGAR
(A GOVT. OF INDIA ENTERPRISE, MINISTRY OF DEFENCE)



A UNIT OF YANTRA INDIA LIMITED

EMPOWERING THE ARMED FORCES

No. MMI/1152/BID/TE – 2300235

Dated: 03.05.2024

TO BE UPLOADED ON GEM PORTAL

NOMENCLATURE	Hiring of Service of Chartered Accountant for Accounting as per Annexure – A
QTY.	01 WJ
BID DURATION	10 DAYS
Pre – Qualification Criteria (PQC) / Eligibility criteria	<p>Pre-qualification/eligibility criteria (PQC) :</p> <p>1. Firm should be able to provide services of a Chartered Accountant, having a valid registration number with ICAI.</p> <p>2. Firm should have successfully executed similar contract in Central Govt./PSU/Ordnance Factory during last 03 years having minimum of Contract value :</p> <p>(a) One Contract of 80% of the total value of the contract or (b) Two Contracts of 50% of the total value of the contract each or (c) Three contracts of 40% of total value of the contract each. (S.O. copies and Past performance certificate to be submitted /enclosed by bidder.)</p> <p>3. Firm should have a registered main/branch office in Ghaziabad district. (Firm has to produce a documentary evidence in support of the criteria at Sl. No. 3 from any of the following: - Commercial Rent Agreement /Commercial Lease Agreement/Any documents on address mentioned in MSME/NSIC Certificate/ISO certificate / any other documents issued by State /Central Government confirming the address).</p>
Other terms & conditions	Scope of work as per Annexure 'A'
DELIVERY PERIOD (Contract Period)	365 DAYS

NOTE: " FIRM HAS TO UPLOAD A CERTIFICATE IN THEIR OWN LETTER HEAD STATING THAT THEY HAVE READ ALL THE CLAUSE OF THE ATTACHED ANNEXURES/SPECIFICATION/TENDER DOCUMENT AND THEY WILL COMPLY WITH ALL CLAUSE OF TENDER."

(D.K. MEENA)

DY. GENERAL MANAGER
FOR GENERAL MANAGER

[Handwritten signature]

ORDNANCE FACTORY MURADNAGAR [YIL]

SCOPE OF WORK FOR HIRING OF CHARTERED ACCOUNTANT SERVICES
FOR PERIOD 01.04.2024 TO 31.03.2025 OF FINANCIAL YEAR 24-25

- I. FINANCIAL AND ACCOUNTS REVIEW:-** The financial and accounts review shall be done on monthly basis and shall include the following tasks:-
- a) Maintaining the books of accounts in the required format, prepare technical periodical reports and return as per the requirements of Indian Accounting Standards [Ind-AS], Commercial Accounting best practices of Companies Act 2013.
 - b) Audit of financial transaction — sales, purchase, receipts & journal vouchers including bill passing (100% checking for each item of Rs.10 lakhs and above and for balance commensurate sampling at least 30% based on test check)
 - c) Review of levy of LD/retention
 - d) Checking of ledgers of Sundry debtors and Sundry Creditors
 - e) Accounting for fixed assets, depreciation, capital work in progress
 - f) General accounting review
 - g) Review of Bank Guarantees/LCs
 - h) Compliance to GAAP and availability of audit trail
 - i) Accounting of Debit/Credit Notes
 - j) General Ledger review and verifying the correct classification of transactions as per COA [Chart of Accounts]
 - k) Checking the bank reconciliation statement periodically on monthly basis.
 - l) Review of internal control/check systems
 - m) All works related to accounting and capitalization of assets
 - n) Monthly financial reporting and preparation & finalization of monthly [by 5th of succeeding month] quarterly, half-yearly and annual financial statements including Notes to Accounts as per Ind-AS & The Companies Act 2013.
 - o) Co-ordinate with CAs of all units under YIL for reconciliation of Accounts and final compilation of accounts.
 - p) Co-ordinate with Auditors and ensure timely completion of Internal Audit and statutory audit or any other ad-hoc audits by banks, financial institutions or by government.
 - q) Review of Statutory Auditor's comments and its compliances
 - r) Preparation of memos, checklists as per applicable accounting standards and Schedule III.
- II. ANNUAL FINANCIAL STATEMENT CLOSING PROCESS:** This includes undertaking following tasks:-
- a) All required physical and financial reconciliation
 - b) Debtors/Creditors/Bank Balance confirmation
 - c) Compliance to requirement of CARO
 - d) General Ledger review
 - e) Compliance to GAAP & statutory guidelines
 - f) Compliance to all applicable accounting standards and drafting of disclosures required under various standards
 - g) Drafting of accounting policies and notes to accounts
 - h) Finalization of Balance Sheet and other financial statements as per provisions of Companies Act, 2013.
 - i) Assisting statutory auditors during statutory audit

III. STATUTORY COMPLIANCES —GOODS&SERVICETAX

- a) Defining of HSN Codes for various goods sold/services provided by the organization.
- b) Defining GST rates for the goods/services
- c) Assistance in creation of format of invoice which should comply with all the rules and regulations of GST.
- d) Analyzing and guiding the applicability of GST on various transactions which are in the nature of outward supply on which factory is liable to pay GST.
- e) Assisting the factory on generation of e-invoice, e-way bill and compliance of other statutory requirements relating to sales and outward supplies.
- f) Compilation of monthly sales data received from various sections and preparation in the format in which it is required to be sent to the Corporate Head quarters for filing of GSTR-1
- g) Compilation of monthly purchases and other invoices of inward supplies received from various sections.
- h) Classification of invoices on which Input Tax Credit is not eligible as per the provisions of Section 17(5) of CGST Act, 2017 and Rule 42 & 43 of CGST Rules, 2017.
- i) Verification of all purchase invoices from GSTR-2A/2B and submission of report to factory on which credit cannot be claimed due to non-availability of invoice in GSTR-2A/2B so that appropriate action can be taken against the suppliers.
- j) Calculation of GST payable after adjustment of credit, preparation of GST challan and submitting the same for depositing within due date.
- k) Preparation of all reports to be submitted to Corporate Headquarters for filing of various GST returns which are required to be filed at HQ level.
- l) Tracking of goods sent on approval and goods sent for job order and reporting the same to factory and HQ for filing of ITC-04 return
- m) Compilation of payments on which GST TDS is deducted and preparation of GST TDS Challan for payment.
- n) Filing of GSTR-7 (GST TDS) return on monthly basis.
- o) Preparation of following ledgers for GST compliance:-
- p) Electronic CGST Register
- q) Electronic SGST Register
- r) Electronic IGST Register
- s) Preparation of Monthly Pending Credit Ledger.
- t) Reconciliation of Tax Credits from GST Portal and Records maintained by factory.
- u) Preparation of Monthly Credit Mismatch report.
- v) Reconciliation of GST Credit Report with GST Portal.
- w) Guiding in Reconciliation of generated e-Way bill from GST Portal.
- x) Guidance on Reconciliation of generated e-Way Bill Accepted and Rejected as compared to Purchase from GSTN portal.
- y) Reconciliation of Electronic Cash Ledger from Portal and Records of factory.
- z) Reconciliation of Electronic Credit Ledger from GSTN Portal and Organization records.
- aa) Preparation of list of Vendors defaulting in compliance under GST
- bb) Preparation of report of pending Tax credit due to default from Supplier
- cc) Guidance relating to Issuance of Credit and Debit Note
- dd) Filing of Credit and Debit Note in GSTR-1 & GSTR-2
- ee) Reversal of Input tax Credit in case of receiving of Credit Note
- ff) Credit and Debit Note Reconciliation from GSTN Portal
- gg) Compliance relating to Job Work

and its Filing

hh) Guiding factory for changes in GST law from time to time

ii) GSTR-1 Monthly return within stipulated time

jj) Filing of GSTR-2 Monthly return within stipulated

time. kk) Filing of GSTR-3 Monthly return within

stipulated time ll) Filing of GSTR-7 Monthly return

within stipulated time.

mm) Filing of GSTR-9 Annual return within stipulated time.

nn) Consultancy for day to day query.

oo) Preparation of GST data as per requirement of Data as per YIL
Headquarter requirement.

pp) Has to Attend Video Conference for GST related matters.

qq) Liaisoning with the Goods & Services Tax Department (As and when required).

rr) Appearing, settlement, drafting & submission of reply of notice (for current
period of work as well as of any previous year) if any received related to GST.

ss) Consultant will give at least 1 visit per week to OFM for GST work and checking
& audit the records during a month or as per requirement.

i. Ensure that the supplier's GST Identification Number (GSTIN) is valid and
active. Verify this on the GST portal.

ii. Check that the invoices received are valid as per GST rules. Verify that the
invoices contain all the mandatory details, including GSTIN, description of
goods or services, HSN or SAC codes, etc.

iii. Regularly reconcile the purchase data with the details available in the GSTR-2A
on the GST portal. Rectify any mismatches and communicate with suppliers for
corrections if necessary.

iv. Ensure timely and accurate filing of GSTR-3B to claim ITC. Missing the deadline
may lead to the forfeiture of the ITC for the corresponding period.

v. Cross-verify the purchase details with the books of accounts to ensure
consistency and accuracy.

vi. Maintain a proper system for document retention of all invoices and relevant
supporting documents. This is important for audit purposes and to establish
the legitimacy of ITC claims

vii. Regularly reconcile the ITC ledger with the purchase register to identify any
discrepancies or missing entries.

viii. Be aware of blocked credits and ensure that ITC is not claimed on items that
are not eligible, such as on certain goods and services.

ix. Ensure that reverse charge liabilities are correctly accounted for and ITC is
claimed accordingly.

x. Advise to avail ITC within the time limit, which is generally the earlier of the
filing of the annual return or September following the end of the financial year.

xi. Verify and process credit notes received from suppliers promptly, updating the
ITC accordingly.



xii. Be cautious when dealing with purchases from composition dealers, as ITC is not available on such transactions.

- xiii. Ensure that the goods or services for which ITC is being claimed are correctly classified as per the GST laws.
- xiv. For capital goods, ensure compliance with the conditions specified for claiming ITC over multiple tax periods.
- xv. Maintain an audit trail for all ITC transactions and keep detailed documentation to support the claims made.
- xvi. Reconciliation of GSTR1 and GSTR2b

IV. STATUTORY COMPLIANCES—INCOME TAX

- a) Data entry and e-filing of quarterly e-TDS/e-TCS returns in Form 24Q (TDS on employees), Form 26Q (TDS on Contractors), Form 27Q (TDS on non-residents) and form 27EQ (TCS return)
 - b) Preparing and filing of correction return in case of default notices issued by Income Tax department.
 - c) Generation of Form 16 for employees in digital format.
 - d) Generation of Form 16A to contractors and non-residents in digital format.
 - e) E Generation of Form 27B for TCS.
 - f) Guiding the employees of factory on regular basis for applicability of various provisions of TDS.
 - g) Informing factory regarding changes in TDS laws from time to time and framing of procedures for compliance of same.
 - h) Furnishing of filed copies of all e-TDS/e-TCS statements to factory in digital Format
- and submission of copy of acknowledgement and Form 27A in hard copy.
- i) Preparation of replies to be submitted to Income Tax Departments in case any query or notice is received from them.
 - j) Filing of 24Q, 26Q & 27EQ i.e (Income Tax returns) within in stipulated time.
 - k) Preparation of Income Tax data as per requirement of Data as per YIL Headquarter requirement.
 - l) Has to Attend VC for Income Tax related matters.
 - m) Appearing, settlement, drafting & submission of reply of notice (for current period of work as well as of any previous year) if any received related to Income Tax.
 - n) Liaisoning with the Income Tax Department (As and when required).

- V. Consultancy related to valuation of inventories like raw materials, Work-in-progress and finished goods as per the applicable accounting standards.
- VI. The firm shall sign Non-Disclosure Agreement with OFM and exercise strict confidentiality of OFM data.
- VII. Liaisoning with nominated Branch Auditor during the statutory audit or as & when required regarding queries or observation pertaining to contracted financial year.
- VIII. All the matters/audit para arising at later date for the contract period shall be handled by the CA without any additional cost.
- IX. **Deployment of firms rep[s], having knowledge of accounting, TALLY, SAP for 5 days a week at OFM for verification and necessary rectification of accounting work done by the users in Tally Prime software.** This shall involve verification of sale, purchase, receipt, payment, cash/bank and journal entries passed in accounting software.

- X. Duration of contract will be for financial year [01.04.2024 to 31.03.2025] which includes preparation of financial statements and accounts for complete financial year from 01-04-2024 to 31-03-2025.
- XI. Any other ancillary matter regarding commercial and financial accounting at OFM or any statutory requirements arising out due to change in laws.
- XII. CA to be present at OFM as and when requirement by Ordnance Factory Muradnagar.

XIII. PAYMENT TERMS

- a) Payments will be made upon submission of invoice by the firm and successful work completion certificate, issued by rep nominated by GM after approval of competent authority.
- b) No advance payment shall be made.
- c) 25% Payment of the contract value shall be payable after completion of work for Quarter Q1, Q2 and Q3 of FY 2024-25 and balance 25% payment shall be payable after successful completion of annual statutory audit for FY 2024-25. [by the Branch Auditor, appointed by CAG].



DGM/VM
[VIJAY MITTAL]



HOS/FAO
[BHAVESH GUPTA]