

**CURRENCY NOTE PRESS**

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Nashik Road # 422101 (Maharashtra)

(ISO : 9001 & ISO 14001 Certified Unit)

Tel. No 00- 91-253-2463730-39, 2461471

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GSTIN : 27AAJCS6111J3Z6

PR Number	PR Date	Indenter	Department
11007349	19.09.2019	FINANCE	FINANCE

Not Transferable

Security Classification:

TENDER DOCUMENT FOR HIRING OF: APPOINTMENT OF CHARTED/COST ACCOUNTANT FIRM FOR TAXATION AND OTHER PROFESSIONAL SERVICES.

Tender Number: 6000014424/, Dated: 31.01.2020

This Tender Document Contains _____ Pages.

Details of Contact person in SPMCIL regarding this tender:

Name: V KIRAN KUMAR
Designation: Dy.General Manager (M)
Address: CNPN (Currency Note Press, Nashik)
India

Section1: Notice Inviting Tender (NIT)

6000014424 /

31.01.2020

(SPMCIL's Tender SI No.)

(Date)

1. Sealed tenders are invited from eligible and qualified tenderers for supply of following goods & services:

Sch d. No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rupee)	Remarks
1	Appointment of CA Firm	1.000 AU	20000.00INR	
1	Hiring Taxation work	12.000AU		
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)			TWO-BID National Competetive Bid	
Dates of sale of tender documents:			From 31.01.2020 to 02.03.2020 during office hours.	
Place of sale of tender documents			PURCHASE SECTION, ADMN. BLDG. CNP, NASHIK ROAD	
Closing date and time for receipt of tenders			03.03.2020 14:30:00	
Place of receipt of tenders			PURCHASE SECTION CURRENCY NOTE PRESS, JAIL ROAD NASHIK	
Time and date of opening of tenders			03.03.2020 15:00:00	
Place of opening of tenders			PURCHASE DEPARTMENT CURRENCY NOTE PRESS JAIL, NASHIK	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)			V KIRAN KUMAR Dy.General Manager (M)	

2. Interested tenderers may obtain further information about this requirement from the above office. They may also visit our website mentioned above for further details.

3. Tenderer has to download the tender documents from the web site www.spmcil.com and submit its tender by utilizing the downloaded document, along with the required non-refundable fee of Rs. 112/- per set in the form of account payee demand draft/ cashier's cheque/ certified cheque, drawn on a scheduled commercial bank in India, in favour of SPMCIL, Unit CNP, payable at Nashik.

4. If requested, the tender documents will be mailed by registered post/ speed post to the domestic tenderers and by International air-mail to the foreign tenderers, for which extra expenditure per set will be Rs 100 for domestic post and Rs 200 for international air-mail. The tenderer is to add the applicable postage cost in the non-refundable fee mentioned in Para 3 above.

5. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the address given below on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected.

6. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organization, the tenders will be received/ opened on the next working day at the appointed time.

7. SUBMISSION OF TENDER: The bid is to be submitted in two parts:-

(i) The bid is to be submitted in two parts i.e.

Part A: TECHNO-COMMERCIAL BID and Part-B: PRICE BID separately in 02 sealed envelopes duly super scribed as Techno-commercial and Price Bid with our NIT reference No. and date. The aforesaid two envelopes should be put inside an Outer big size envelope duly sealed and this outer envelope again should be super scribed with words Techno-Commercial Bid & Price Bid against our Tender Document / NIT No., NIT Date & Due date and be addressed to the General Manager, Currency Note Press, Nashik road-422101 (Maharashtra)



(ii) Quotation will be accepted by INDIA POST/COURIER SERVICE/DROP BOX only. Quotation sent by FAX/E-Mail will not be considered.

(iii) EARNEST MONEY DEPOSIT (EMD) shall be submitted in the form as given below: (a) Account Payee Demand Draft (b) Fixed Deposit Receipt (c) Banker's cheque. The demand draft, fixed deposit receipt or banker's cheque shall be drawn on any scheduled commercial bank in India, in favour of SPMCIL, Unit CNP, payable at Nashik. The earnest money shall be valid for a period of forty five days beyond the validity period of the tender i.e. 165 days from due date. EMD should be sent along with your quotation. Quotation without EMD will summarily be rejected. The Earnest Money Deposit of un-successful bidders will be returned. Only one D.D./F.D.R./ Banker's Cheque should be given of adding all the item wise EMD amount as per tender quoted by you.

8. In case of order material in your favour for Rs. 1,50,000/- or above, the supplier shall furnish the performance security amount/ Security Deposit(S.D) (10% of the ordered value) after issue of Purchase order by CNP, Nashik Road in favour of SPMCIL, Unit CNP, payable at Nashik. The performance security will be return back without any interest to successful tenderer after the completion of all contractual obligations.

9. EXEMPTION FOR MSME REGISTERED STARTUPS/BIDDERS AS PER CIRCULAR NO. 1(2)(1)/2016-MA DTD: 10.03.2016 OF GOVT. OF INDIA MINISTRY OF MSME.

10. NO EXEMPTION WILL BE GIVEN FOR DEPOSITING OF SECURITY DEPOSIT (S.D.) TO ANY DIC/SSI/MSME/NSIC REGISTERED FIRM.

11. EMD of a bidder will be forfeited, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect with in the period of validity of its tender. Future, if the successful bidder fails to furnish the required performance security within the specified period, its EMD will be forfeited.

12. If the bidder or any representative of the bidder wants to attend the Bid opening then that person should carry with him /her letter of Authority (Section XVII of SBD) in the same format to be produced at the time of Bid opening and before the bids are opened.

13. Any dispute in the matter will be under Nashik (Maharashtra) Jurisdiction only.

14. Right of acceptance: - The General Manager, Currency Note Press reserves the right to reject any or all tenders without assigning any reason thereof.

15. Clarification of Tender Documents: A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with SPMCIL in writing or by fax / e-mail/ telex not later than twenty one days (unless otherwise specified in the SIT) prior to the prescribed date of submission of tender.

16. For any queries regarding the tender, you may please contact at 0253-2454493 and 2461318. E-mail purchase.cnpnashik@spmCIL.com,

SPECIAL INSTRUCTIONS: -

Micro and Small Enterprises firm are exempted from submitting Tender fees and Earnest Money deposit. Please send the copy of valid registration certificate of Micro and Small Enterprises along with your bid / quotation otherwise your offer will not be considered for above exemption.

Price quotation in tenders:

(a) In tender, participating Micro and Small Enterprises quoting price within price band of L1 + 15 per cent shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprise and such Micro and Small Enterprise shall be allowed to supply up to 20 per cent of total tendered value.



Tender Number:6000014424

(b) Special provisions for micro and small enterprises owned by SC or ST: Out of 20 percent allowed for procurement from Micro and Small Enterprises, a sub-target of 20 per cent (i.e. 4 percent out of 20 percent) shall be allowed for procurement from Micro and Small Enterprises owned by the Scheduled Caste or the Scheduled Tribe entrepreneurs. Provided that, in event of failure of such Micro and Small Enterprises to participate in tender process or meet tender requirements and L1 price, 4 per cent sub-target for procurement earmarked for Micro and Small Enterprises owned by Scheduled Caste or Scheduled Tribe entrepreneurs shall be met from other Micro and Small Enterprises.

.....

.....

(Name Designation, Address telephone number etc
of the officer signing the document)

For and on behalf of

.....



Tender Number:6000014424

Section II: General Instructions to Tenderers (GIT)

Part 1: General Instructions Applicable to all type of Tenderers

<http://www.spmcil.com/SPMCIL/UploadDocument/GIT.pdf>

BIDDERS ARE REQUESTED TO DOWNLOAD 32 PAGES BY CLICKING THE ABOVE SAID LINK AND SUBMIT THE SAME DULY STAMPED AND SIGNED ALONG WITH TENDER DOCUMENT. PRINTOUT OF THIS PAGE IS NOT ACCEPTABLE.

Section III: Specific Instructions to Tenderers (SIT)

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

(Clauses of GIT listed below include a possibility for variation in their provisions through SIT. There could be other clauses in SIT as deemed fit.)

Sr No	GIT Clause No.	Topic	SIT Provision
01	4	Eligible Goods and Services (Origin of Goods)	NA
02	8	Prebid Conference	NA
03	9	Time Limit for receiving request for clarification of Tender Documents	NA
04	11.2	Tender Currency	INR
05	12.10	Applicability of Octroi and Local taxes	NA
06	14	PVC Clause & Formula	NA
07	19	Tender Validity	120 DAYS FROM THE DATE OF TENDER OPENING
08	20.4	Number of Copies of Tenders to be submitted	SINGLE
09	20.9	E-Procurement	NOT PERMITTED
10	35.2	Additional Factors for Evaluation of Offers	NA
11	43	Parallel Contracts	NA
12	50.1, 50.3	Tender For rate Contracts	NA
13	51.1, 51.2	PQB Tenders	NA
14	52.1, 52.3, 52.5	Tenders involving Purchaser#s and Pre-Production Samples	NA
15	53.4, 53.5, 53.7	EOI Tenders	NA
16	54.3.1, 54.5.2	Tenders for Disposal of Scrap	NA
17	55.2, 55.3, 55.7, 55.8	Development/ Indigenization Tenders	NA



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Section IV: General Conditions of Contract (GCC)

<http://www.spmcil.com/SPMCIL/UploadDocument/GIT.pdf>

BIDDERS ARE REQUESTED TO DOWNLOAD 28 PAGES BY CLICKING THE ABOVE SAID LINK AND SUBMIT THE SAME DULY STAMPED AND SIGNED ALONG WITH TENDER DOCUMENT. PRINTOUT OF THIS PAGE IS NOT ACCEPTABLE.

Section V: Special Conditions of Contract (SCC)

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below. These Special Conditions will modify/ substitute/ supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

(Clauses of GCC listed below include a possibility for variation in their provisions through SCC. There could be other clauses in SCC as deemed fit)

Sl.No	GCC Clause No.	Topic	SCC Provision
01	8.2	Packing and Marking	NA
02	11.2	Transportation of Domestic Goods	NA
03	12.2	Insurance	NA
04	14.1	Incidental Services	NA
05	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods	NA
06	16.2, 16.4	Warrantee Clause	NA
07	19.3	Option Clause	THE PURCHASER RESERVE THE RIGHT TO INCREASE THE ORDERED QUANTITY BY 25% AT ANY TIME, TILL FINAL DELIVERY
08	20.1	Price Adjustment Clause	GUARANTEE APPLICABLE FOR 12 MONTHS
09	21.2	Taxes and Duties	IF THE TENDERER FAILS TO INCLUDE TAXES AND DUTIES IN TENDER, NO CLAIM THEREOF WILL BE CONSIDERED BY PURCHASER AFTERWARDS
10	22, 22.1, 22.2, 22.4, 22.3, 22.6	Terms and Mode of payments	100% PAYMENT WITHIN 30 DAYS AFTER RECEIPT OF INVOICES ON MONTHLY BASIS AND THROUGH RTGS/NEFT ONLY
11	24.1	Quantum of LD	APPLICABLE, GST ON LD WILL BE COLLECTED FROM SUPPLIER INVOICE IF LD LEVIED
12	25.1	Bank Guarantee and Insurance for Material Loaned to Contractor	NA
13	33.1	Resolution of Disputes	NOTE CLAUSE NO.33.1 OF GCC
14	36.3.2, 36.3.9	Disposal/ Sale of Scrap by Tender	NA

Section VI: List of Requirements

Schedule No.	Breif Description of goods and services (Related Specifications etc. are in Section-VII)	Accounting Unit	Quantity	Amount of Earnest Money	Remark
1	Appointment of CA Firm	AU	1.000	20000.00INR	

1. Bid Validity: 120 days from due date of tender.
2. Bidders to open the link provided in section II & IV take print out of all the documents available and then sign & stamp each & every paper and submit along with the technical tenders.
3. Required terms of Contract: One year (12 months) from the date of commencement of work.
4. Required terms of Delivery: FOR CNP, Nashik Road.
Destination:- Currency Note Press, Jail Road, Nashik Road #422 101 Preferred Mode of Transportation:-By Road.
5. All the copies of tenders shall be complete in all respects with all their attachments/ enclosures duly numbered.
6. The total cost inclusive of all elements as cited above on FOR Currency Note Press, Nashik Road (Maharashtra), India, basis should be indicated clearly both in words and figures in the price bid.
7. Bidders should submit offer as per price schedule (Section XI) in their sealed commercial bid separately.
8. RISK PURCHASE:
 - (a) If the supplier after submission of tender and due acceptance of the same, i.e. after placement of contract fails to abide by the terms & conditions of these tender documents, or fails to supply the deliverables as per delivery schedule given or at any time repudiates the contract, the purchaser shall have the right to:
 - (i) Forfeiture of the EMD and
 - (ii) Invoke the Security-cum-Performance Guarantee if deposited by the supplier & procure stores from other agencies at the risk & consequence of the supplier. The cost difference between the alternative arrangement and supplier tendered value will be recovered from the supplier along with other incidental charges, including, taxes etc.
 - (b) For all the purpose the award of contract will be considered acceptance of tender and formal contract pending signing of agreement. Supplier has to abide by all the terms and conditions of tender.
 - (c) In case of procurement through alternative sources and if procurement price is lower, no benefit on this account will be passed on to the supplier.
9. Bidders has to submit Bank details i.e.
 - a] Account Number :
 - b] Bank Name:
 - c] Branch:
 - d] IFSC Code:



Section VII: Technical Specifications

Scope of Work:-

A. Goods and Service Tax (GST) Act

- Filing of GSTR 3B, GSTR 1, GSTR 2, GSTR 3, GSTR 9, GSTR 9A and any other applicable return before due date.
- Ensure compliance of E-way bill.
- Checking of pay bills & sales invoices for proper application / deduction / deposit of GST & TDS on GST.
- Suggest any other areas where GST is applicable for timely compliance to the requirements of the act.
- Any other GST related work/compliance.

B. Income Tax Act

- Filing of TDS , TCS returns .
- Analysis of Traces demands and justification reports and rectification thereof.
- Filing of TDS and TCS Correction statement.
- Generation of Form 16A, of vendors and employees, along-with details of payment made in digital format.
- Furnishing of Form 15CA and 15CB if applicable.
- Any other revenue Tax related work compliance.

C. Customs Act & Professional Tax

- Ensure Filing of Professional Tax return and timely payment of Professional Tax.
- Ensure compliance of filing of various documents under Customs Act and rules thereof.
- Any other compliance related work.
- Report discrepancies noticed in the accounting entries, if any to the concerned Finance Executive on daily basis and assist in preparation of Financial Statement.

Suggest suitable methods and latest updating on Mandatory Requirements with regard to Taxation & accounts matters under various statues.

Verify the Raw material, consumables and spares, Finished Goods accounting in SAP.



Terms & Conditions :-

1. The C.A. Firm shall deploy two numbers of experienced staff to cope up with the scope of work and overall responsibility shall be of the CA Firm for the assigned work under the tender.
2. The deployed Staff should of Commerce Graduate with experience of works in SAP environment and Knowledge of Direct & Indirect Taxes, Accounting for the assigned scope of work.
3. Attendance will be maintained by Unit. Staff deployed must be available full time as per office hours. In case of non-deployment of any staff member payment will be deducted proportionately as per P.O.
4. Staff's resume must be evaluated to get satisfied about the credentials of the same. The staff deployed must have the knowledge of SAP.
5. They shall work under the overall supervision of the Officers in Finance & Accounts Department.

Note : The firm / Co., is fully responsible for the GST, TDS on GST returns filling, Income Tax returns, etc. Any demand arising due to delay in filing of returns of TDS, GST & TDS on GST returns will be borne by the firm.



Section VIII : Quality Control Requirements

NIL



Section IX: Qualification / Eligibility Criteria

MINIMUM ELIGIBILITY CRITERIA

The following shall be the minimum eligibility criteria for selection of bidders technically.

1. Experience and Past Performance:

The bidder should have provided one no. of similar Accounting and Taxation services for handling of work related to Finalization of Taxation work and Accounts as per, IND AS and relevant Companies Act to any Government Establishment, PSU, Autonomous Body, Companies in any one year during the last five years ending March 2019.

2. Financial Standing

Firm must submit CA certified Profit & Loss A/c and Balance Sheet for the last three years i. e., 2016-2017, 2017-2018 & 2018-2019.

- i. Average Annual turnover of the Bidder firm during last three years should be more than Rs. 297,000/-.
 - ii. Bidder Firm should not have suffered any financial loss for more than one year during the last three financial years i.e. 2016-2017, 2017-2018 & 2018-2019.
 - iii. The net worth of the firm should not have eroded by more than 30% in the last three Financial years i.e. 2016-2017, 2017-2018 & 2018-2019.
3. The bidders shall submit attested copy of PAN & GST (Reg-06) Registration.
 4. The bidder shall submit the declaration that they have not been black Listed /debarred for dealing by the Govt. of India in the past.
 5. The bidder shall submit declaration that they have read and understood all the terms and conditions of the tender document and give Unconditional acceptance to all of them.
 6. The bidder shall submit power of attorney for signing the bid document.

Note :

- A. All financial standing data should be certified by certified accountants e.g. Chartered
 - B. Accountants (CA) in India.
- B. Bidder to furnish stipulated documents in support of fulfillment of qualifying criteria. Non – submission or incomplete submission of documents may lead to rejection of offer.



Section X: Tender Form

Date :-

To,
Currency Note Press, Nasik
A Unit of Security Printing & Minting
Corporation of India Limited
Wholly Owned by Govt. of India
Nasik

Ref.: Your Tender Document No.6000014424 dt.31.01.2020.

We, the undersigned have examined the above mentioned tender enquiry document, including amendment No. XXX dated XXX (if any), the receipt of which is hereby confirmed. We now offer to Hiring of Appointment of CA Firm in conformity with your above referred document for the sum of XXX as shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 6, read with modification, of any, in Section V – ‘Special Conditions of Contract’ for due performance of the contract.

We agree to keep our tender valid for acceptance for a period upto As required in the GIT clause 19, read with modification, if any in Section-III – ‘Special instructions to Tenderers’ or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender upto the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

.....
[Signature with date]

.....
[Name and designation]
Duly authorized to sign tender for and on behalf of

.....
.....



SECTION XII: QUESTIONNAIRE
 SECTION XIII: BANK GUARANTEE FORM OF EMD
 SECTION XIV: MANUFACTURER'S AUTHORIZATION FORM
 SECTION XV: BANK GUARANTEE FORM FOR PERFORMANCE SECURITY
 SECTION XVI: CONTRACT FORM
 SECTION XVII: LETTER OF AUTHORITY FOR ATTENDING A BID
 OPENING
 SECTION XVIII: SHIPPING ARRANGEMENT FOR LINER CARGOES
 SECTION XIX: PROFORMA OF BILLS FOR PAYMENTS

Please **CLICK** the link for further details

<http://cnpnashik.spmcil.com/SPMCIL/UploadDocument/SBDTEMPLATE1.pdf>

**TWO BID, SINGLE STAGE (TWO PACKETS) TENDER
 BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION**

Part I: - TECHNO-COMMERCIAL BID

Sr. No.	Tender Submission Check Points	Check before submission Tick (✓)
1	Tender Fee	
2	Earnest Money Deposit	
3	Tender Document duly Seal & Signed	
4	Term of Delivery :- FOR, CNP Nashik road, duly unloaded	
5	Tender Validity 120 days as per the tender	
6	Technical Specification –Section VII as per tender	
7	Submit Manufacturer's Authorization form (If Applicable)	
8	Accept the Warranty clause as per tender (If Applicable)	
9	Submit the documents as per Qualification / Eligibility criteria – Section IX (If Applicable)	
10	Fill Tender Form – Section X duly seal & sign (Without mentioning price)	
11	Delivery Period: Acceptance of delivery period as per tender Document	

Part II: - PRICE BID

Sr. No.	Tender Submission Check Points	Check before submission Tick (✓)
1	Price Bid as per Section XI (Price including all taxes & other charges)	

Office

Seal/Stamp



TABLE No. 1(b)

SUMMARY OF PRICE SCHEDULE (FOR INDIAN BIDDERS) : PRICES SHOULD BE ON FOR, CNP, NASHIK ROAD BASIS.

Tender No: 6000014424

SUMMARY OF PRICE SCHEDULE (FOR INDIAN BIDDERS ONLY)

Sr No.	Item description	UOM (Unit of measurement)	HSN/S AC Code	Basic price Unit(Rs)	IGST @...%	CGST @...%	SGST @...%	Total rate per unit (Rs) (FOR CNP, Nashik) inclusive of all taxes,	Offered Quantity	Total Price for required services of item in (Rs) (FOR CNP, Nashik) inclusive of all taxes,
1	2	3	4	5	6	7	8	9	10	11
1	Appointment of CA firm	Month							12	

FOR CNP Nashik price in words.....

1. We confirm that there would not be any price escalation during the supply period.
2. We confirm that we will abide by all the tender terms and conditions and we do not have any counter conditions
3. Bidders have to submit their offer strictly as per the above price schedule in their Sealed Commercial Bid separately.
4. Bid shall remain valid for acceptance for a period of 120 days from the date of tender opening.

Notes

- i. The bidder has to quote the applicable (i.e. GST,CGST,SGST) as per GST Law.
- ii. Taxes and duties as applicable on the date of opening of price bid shall be taken into consideration for evaluation of offer.
- iii. Price bids with conditions/counter conditions are liable to be rejected.

(Name and Signature with date)

Office Seal/Stamp