

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	20-06-2025 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	20-06-2025 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	60 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Micro Small And Medium Enterprises
Department Name/विभाग का नाम	Ministry Of Micro Small And Medium Enterprises
Organisation Name/संगठन का नाम	Coir Board
Office Name/कार्यालय का नाम	Head Office Kerala
क्रेता ईमेल/Buyer Email	unnikrishnannvk.cb@nic.in
Item Category/मद केटेगरी	Financial Advisory Services - Onsite; As mentioned in the uploaded Scope of Work
Contract Period/अनुबंध अवधि	11 Month(s) 5 Day(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	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,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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

Bid Details/बिड विवरण	
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	INR 1500000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	30000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	13

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Secretary , Coir Board
Coir Board , Coir House, MG Road, Kochi ,Kerala
(Secretary , Coir Board)

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. 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. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

2. 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [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 the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

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.

4. 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

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.:As mentioned in the uploaded Scope of Work and buyer uploaded Additional Terms and Conditions(ATC)

Number of XX qualified professionals in full time employment at senior level with experience in handling similar or relevant projects.:As mentioned in the uploaded Scope of Work and buyer uploaded Additional Terms and Conditions(ATC)

Scope of work to be uploaded by buyer:[1748598340.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue

13-06-2025 15:00:00	Online meeting (Video Conference) Title : Pre Bid Meeting 13-06-2025 -- 03.00 PM -- Coir Board – Engagement of Chartered Accountants Start time : On 13th June 2025, at 03:00 PM URL : https://business.vconsol.com/join/1428754354?be_auth=MjQ4OTU0 Conference ID : 1428754354 Password : 248954 (clickable link and details are available in the buyer uploaded ATC)
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Financial Advisory Services - Onsite; As Mentioned In The Uploaded Scope Of Work (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Onsite
Category of financial advisory service	As mentioned in the uploaded Scope of Work
Sub-category of Financial Advisory Services	As mentioned in the uploaded Scope of Work
Financial Advisory Reports	Yes
Frequency of Progress Report	As mentioned in the uploaded Scope of Work
Type of Professional/Resources required	As mentioned in the uploaded Scope of Work
Qualification of Professional/Resources required	As mentioned in the uploaded Scope of Work
Certification of Professional/Resources required	As mentioned in the uploaded Scope of Work
Total Experience of Professionals / Resources (In years)	As mentioned in the uploaded Scope of Work
Addon(s)/एडऑन	
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	Unni Krishnan Nair	682016,Coir Board Head Office,Coir House, M.G.Road, Pallimukku Junction ,Kochi,Kerala GST No - 32AAAGC3241G3Z2	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. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

Secretary, Coir Board
Account No.
5700 983 2813
IFSC Code
SBIN0070261
Bank Name
State Bank of India
Branch address
Ravipuram Branch
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Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

3. Buyer Added Bid Specific ATC

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

4. 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.

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.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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 कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---

ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR COMPILATION AND FINALIZATION OF ANNUAL ACCOUNTS, FILING OF TDS, GST, AND RELATED MATTERS FOR COIR BOARD

1. INVITATION TO BID

The Coir Board, under the Ministry of Micro, Small & Medium Enterprises (MSME), Government of India, invites online bids (two bid system) through Government e-Marketplace (GeM) from eligible Chartered Accountant Firms for:

- Compilation and finalization of Annual Accounts in the prescribed format for statutory bodies.
- Filing returns of TDS on IT, GST, and TDS-on-GST.
- Data entry work for Annual Accounts of the Board.

2. ORGANIZATION DETAILS AND LOCATION

The Coir Board, established under the Coir Industry Act, 1953 (45 of 1953), is responsible for promoting and developing the coir industry in India and internationally.

- Head Quarters : Coir House, M.G. Road, Kochi, Kerala.
- Number of field establishments pan India : 47 offices incl. Head Office (as of now)
- Employee Strength : 224 (as of now)
- Website : www.coirboard.gov.in
- Email : accounts@coirboard.org

3. SCOPE OF WORK

The selected Chartered Accountant firm shall undertake the following tasks:

3.1 Compilation and Finalization of Annual Accounts.

- Compilation and consolidation of Annual Accounts for FY 2025-26 as per the prescribed format for Central Autonomous Bodies before **31st May 2026**.
- Preparation of Annual Accounts under the accrual/mercantile system.
- Voucher Audit for verification of vouchers for accuracy and completeness.

3.2. Tax Compliance Services

- **TDS on IT (pan India, including Head Office)**
 - Consolidation of TDS data for Coir Board.
 - Filing of TDS returns (Forms 24Q & 26Q).
 - Filing Income Tax Returns (for Coir Board and GPF)
 - Reconciliation of TDS records and handling TDS-related issues.
 - Handling TDS (IT) Notices arises, if any.
- **GST Services (for GSTIN of Head Office, Kerala)**
 - Consolidation of GST data.
 - Timely filing of all GST returns.
 - Handling GST-related notices arises, if any.
 - Consolidation of TDS-on-GST data.
 - Timely filing of TDS-on-GST related returns.
 - Handling TDS-on-GST related notices arises, if any.

3.3. Data Entry Operator (DEO) Services

- Data entry in the Coir Board's Accounting Package for preparation of Final Accounts.
- Provide three (03) Data Entry Operators (DEOs) with following qualifications.
 - Graduate in Commerce (B.Com/M.Com) or CA/ICWA (Inter-qualified).
 - Minimum 3-month certificate course in Tally Accounting Software.
 - At least one year of experience in Tally.
- DEOs must be available at Coir Board, Head Office during all working days of the Board.
- Works related to particular month are required to be completed before 5th of every succeeding month.
- Recording transactions as per Generally Accepted Accounting Principles (GAAP) in proper accounting heads and in accordance with GFR and Government Rules as applicable from time to time.
- Maintaining books of accounts, reconciling all accounts with Cash Book and Bank Statements regularly at the end of every month, various taxes / statutory compliances, Review of Cash Book and Bank Book regularly on monthly basis.
- Ensuring timely consolidation of data, filing of TDS, GST, and TDS-on-GST returns (Monthly / Quarterly and annual returns as applicable).
- Ensuring accurate financial data entry and maintenance of records.

3.4. Compliance & Reporting Support

- Availability of well-versed official at Coir Board HO till compilation and finalization of Annual Accounts during the months of April and May for combined discussions as per requirements of the Board.
- The presence of a well versed official from the CA firm should be available in Coir Board during the time of audit by C&AG for providing immediate support in resolving queries, clarifying financial matters, and ensuring compliance with C&AG audit requirements without delays.
- Providing necessary documentation, financial statements and explanations as per requirements of the Board and various Audits on Annual Accounts.
- Regular consultations, proactive financial planning, and better coordination with the Board's finance team ensuring quicker response to any urgent financial concerns, minimizing risks and discrepancies and in order to enhance efficiency in document verification, statutory compliance, and reporting accuracy.

3.5. System Improvement & Miscellaneous Financial Support

- Recommending improvements in the accounting system.
- Addressing any financial matters directed by the Accounts Department of Board.

4. ELIGIBILITY CRITERIA

- Must be a registered Chartered Accountant Firm
- The firm having Minimum two (02) years of experience in Compilation, consolidation, and finalization of accounts for preparing Annual Accounts for Central / State Government Organizations or Statutory / Autonomous Bodies.
- Firm having valid PAN and GST registration.

5. APPROXIMATE WORK LOAD AND ESTIMATE

5.1 Compilation and Finalization of Annual Accounts (Separate chapter for 8 components, including Hindustan Coir [a commercial unit]) of the Board in the prescribed format for Central Autonomous Bodies (Schedule-wise)

5.2 Consolidated financial statement with netting off and without netting off along with workings.

5.3 Data Entry in the Accounting package of the Board. The estimated work / entries to be made are as follows:

Receipts vouchers	:	1500 Entries per year (Approx)
Payment vouchers	:	5500 Entries per year (Approx)
Journal vouchers	:	1700 Entries per year (Approx)
Contra Entries	:	300 Entries (Approx)
Bank Reconciliation	:	For 08 chapters in books of accounts as per Annual Accounts.

5.4 Compilation of TDS (on IT) (24Q-Salaries and 26Q-other than salaries) and filing returns. Issuance of 100 to 120 TDS certificates per Quarter. Issuance of Form 16 Certificate to 690 persons (Approx. 260 employees + 430 pensioners) expected for FY 2025-26.

5.5 GST compilation and filing of all returns : Approx 70-80 entries per month (incl. input & output).

5.6 TDS-on-GST compilation-filing of all returns: Approx 15-20 entries per month.

5.7 Annual Return of TDS (on IT), GST and TDS-on-GST.

5.8 Annual Return of 02 PAN (Board's and General Provident Fund (GPF))

5.9 Estimated Cost of Work (incl. all tax) for the FY 2025-26 is ₹15,00,000/-

6. BID SUBMISSION PROCESS

- **Bids shall be submitted via GeM** (Government e-Marketplace) in two bid system.
- **Two-Part Bid System:**
 - **Technical Bid:** Includes firm profile, experience and key personnel details, etc. (Refer Annexure List)
 - **Financial Bid:** Price breakdown for services, total cost including applicable taxes. (Refer Annexure List)

(Bidders are required to upload the Technical and Financial Bids separately, using the respective options available on the GeM Portal.)

- **EMD of ₹30,000/-** as Bid Security shall be transferred to:

➤ Account Name	:	Secretary, Coir Board
➤ Bank	:	State Bank of India, Ravipuram Branch
➤ Account No	:	5700 983 2813
➤ IFSC Code	:	SBIN0070261

- All bidders must submit Bid security declaration (Refer Annexure List).
- Bidders who are having exemption in submission of EMD shall furnish the proof for the same.

7. BID EVALUATION CRITERIA

- Technical bids will be opened and evaluated first; and financial bids of only the technically qualified bidders will be opened.
- **L1** will be selected based on aggregate amount quoted (inclusive of Taxes) for all components as per Financial Bid.

8. PAYMENT TERMS

- Payment for Consolidation & Finalization of Accounts will be made after successful completion of C&AG Audit on the finalized Annual Accounts.
- **Quarterly payments** for IT, GST and TDS-on-GST upon submission of invoices along with compliance reports / acknowledgement receipts and For Data Entry Operators (DEOs) – work completion reports mutually signed by the CA Firm and Accounts wing of Coir Board.
- The payment for providing DEOs will be based on per person per working month.
- Payment for Filing ITR of Board's and GPF PAN will be made after filing returns and submission of invoice along with acknowledgement receipt.

9. TERMS & CONDITIONS

- **Contract Period:** For **FY 2025-26**, validity of the contract will expire on **31st May 2026**. The contract will be extendable for up to three years with same terms and conditions, with 5% annual enhancement in contract value, subject to yearly performance.
- **Confidentiality:** The firm must maintain the confidentiality of financial data.
- **Termination:** The Coir Board may terminate the contract for unsatisfactory services by issuing prior notice of one month.
- **Prohibition on Sub-contracting:** Selected CA Firm shall not assign, sub-contract or sub-let the whole or any part of the service in any manner without express approval of the Board.
- **Dispute Resolution:** Any disputes regarding the quality of service, specifications, and rates shall be mutually resolved. If unresolved, the matter shall be referred to an arbitrator appointed by the Chairman, Coir Board.
- **Force Majeure:** The firm is not liable for service delays due to unforeseen circumstances such as force majeure.
- **Performance Guarantee:** 5% of the contract value, as **Bank Guarantee**, valid 60 days beyond completion of obligations and will be released only after the satisfactory completion of the contract.
- **Integrity Pact:** The successful bidder will have to execute an Integrity Pact with Coir Board in the prescribed format before undertaking the work (Refer Annexure List).
- **Statutory Deductions:** Deductions on payments to the firm will be made (TDS, TDS-on-GST, etc) as per rules applicable from time to time.
- **Return of EMD:** The EMD will be refunded to unsuccessful bidders after the work is awarded to the successful bidder, while the successful bidder will receive the refund only after submitting the Performance Guarantee (Bank Guarantee).
- **Return of Performance Guarantee:** Refund of Performance Security Deposit (Bank Guarantee) upon successful contract execution.

- **Penalty Clause:** In case of delay or shortfall in service delivery without valid justification, a nominal deduction of ₹200/- per day shall be made from the payable amounts or from the Performance Guarantee, subject to a ceiling of 5% of the total contract value. Repeated delays or persistent issues may lead to a review of the engagement and possible termination with prior notice of one month. Before imposing any penalty or initiating such action, the Chartered Accountant shall be given an opportunity to present their explanation, if any.

10. MANDATORY DOCUMENTS TO BE UPLOADED IN GeM PORTAL

➤ Technical Bid Document:-

- Details of firm profile, experience and key personnel.
- Firm Registration Certificate – Proof of registration as a Chartered Accountant Firm in India.
- PAN Card – Copy of the firm's PAN card.
- GST Registration Certificate – Proof of GST registration.
- Tender Acceptance Letter – Duly signed and stamped (Refer Annexure List).
- List of Clients – Details of government/autonomous bodies for whom annual accounts have been finalized.
- Experience Statement – Documents highlighting experience of 02 years in Compilation & finalization of accounts of Central / State Government Organizations or Statutory / Autonomous Bodies.
- Details of Key Personnel – Profile & details of team members handling the assignment.
- Financial Statements – For the last three (03) financial years (up to 31-03-2024).
- Income Tax Returns (ITR) – Copy of ITR for the last three (03) financial years.
- EMD Payment Proof – Receipt of ₹30,000/- deposit OR proof of exemption (if applicable).

➤ Financial Bid Document – Price breakdown and total cost (including taxes). (Refer Annexure list)

11. Pre-Bid Meeting

Online pre-bid meeting will be held on 13.06.2025. Interested bidders may join the online meeting (Video Conference) using the following details for assessing the quantum and details of scope of works;

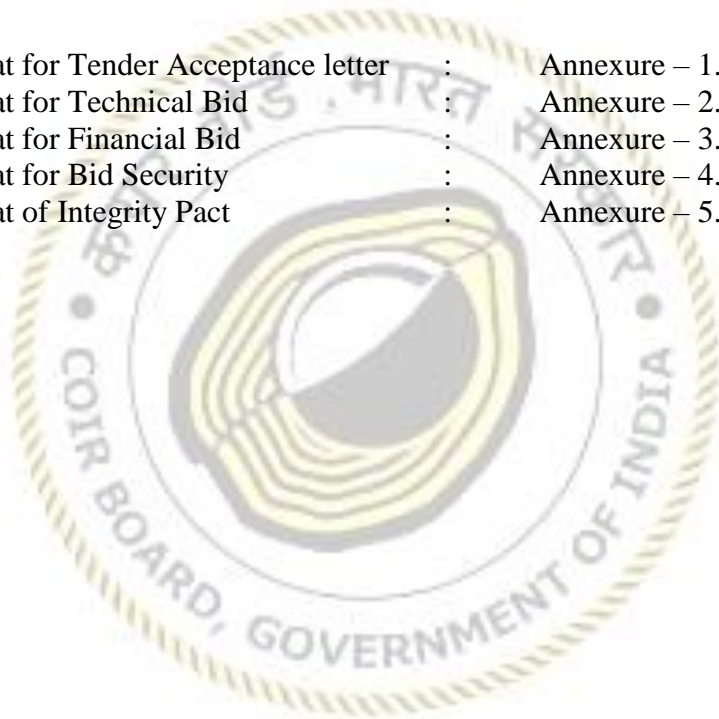
Title	: Pre Bid Meeting 13-06-2025 -- 03.00 PM -- Coir Board – Engagement of Chartered Accountants
Start time	: On 13 th June 2025, at 03:00 PM
URL	: https://business.vconsol.com/join/1428754354?be_auth=MjQ4OTU0
Conference ID	: 1428754354
Password	: 248954

Note:

- *Incomplete, incorrect or missing documents may lead to disqualification.*
- *Bidders are required to upload the Technical and Financial Bids separately, using the respective options available on the GeM Portal.*
- *Interested bidders can also visit the Coir Board Head Office, Ernakulam, Kochi during office hours for assessing the quantum and details of scope of works.*

LIST OF ANNEXURES

- | | | | |
|----|-------------------------------------|---|---------------|
| 1. | Format for Tender Acceptance letter | : | Annexure – 1. |
| 2. | Format for Technical Bid | : | Annexure – 2. |
| 3. | Format for Financial Bid | : | Annexure – 3. |
| 4. | Format for Bid Security | : | Annexure – 4. |
| 5. | Format of Integrity Pact | : | Annexure – 5. |



(To be given on the Letter Head of the bidder)

TENDER / BID ACCEPTANCE LETTER

Date:_____

To,

The Secretary,
Coir Board,
Cochin.

**Subject : Acceptance of Terms & Conditions of Bid– reg.
Bid Reference number :**

Name of the Tender: Engagement of Chartered Accountant firm for compilation and finalization of annual accounts, filing of TDS, GST, and related matters for coir board for the FY 2025-26

Dear Sir,

1. I / We have downloaded / obtained the tender document for the above-mentioned work from the GeM Portal / website namely www.coirboard.gov.in as per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I / We have read the entire terms and conditions of the bid documents which form part of the contract agreement and I / we shall abide by the term / conditions / clauses contained therein.
3. The corrigendum(s), if any issued from time to time by you have been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the bid conditions of above-mentioned bid documents / corrigendum in its totality / entirely.
5. It is further certified that no investigation by any regulatory agency is pending against us.
6. I / We hereby confirm and declare that we are not blacklisted / de-registered / debarred by any Government Department / public sector undertaking / private sector / or any other agency for which we have executed / undertaken the works / services during the last five years.
7. We agree to undertake to be liable for all obligations of the bid under the agreement.
8. I / We certify that all information provided in the bid is true and correct, nothing has been misrepresented and omitted which renders such information misleading and all documents accompanying bids are true copy of their respective originals.
9. In case any provisions of this bid are found violated, then you shall without prejudice to any other right or remedy be at liberty to reject this bid.

Yours faithfully,

(Signature of the Bidder with Official Seal)
Name and Address:_____

(To be submitted in letter head of the firm)

FORMAT FOR TECHNICAL BID**1. GENERAL INFORMATION**

1. Name of the Chartered Accountant Firm: _____
2. Registered Office Address: _____
3. Branch Office Address (If any): _____
4. Contact Person Name & Designation: _____
5. Contact Number: _____
6. Email ID: _____
7. Firm Registration Number: _____
8. Date of Establishment: _____
9. PAN Number: _____
10. GST Registration Number: _____

2. MANDATORY DOCUMENTS TO BE ENCLOSED

- Firm Registration Certificate : ☐ Yes ☐ No
- PAN Card of firm : ☐ Yes ☐ No
- GST Registration Certificate of firm : ☐ Yes ☐ No
- Tender Acceptance Letter by the firm : ☐ Yes ☐ No

3. EXPERIENCE & TECHNICAL CAPABILITY

- Years of Experience in Compilation & Finalization of Accounts : _____
- Number of Government / Autonomous Bodies Served : _____
- If yes, Work Completion Certificates Submitted : ☐ Yes ☐ No
- List of Clients Attached : ☐ Yes ☐ No
- Experience in TDS, GST, and Financial Statement Preparation : _____
- Details of Key Personnel (Attached) : ☐ Yes ☐ No

4. FINANCIAL STANDING

- Financial Statements of firm (Last 3 Years) : ☐ Yes ☐ No
- Income Tax Returns of firm (Last 3 Years) : ☐ Yes ☐ No

5. BID SUBMISSION & PAYMENT DETAILS

- EMD Payment Proof (₹30,000/-) OR Exemption Certificate : ☐ Yes ☐ No
- Bid Security Declaration : ☐ Yes ☐ No

6. DECLARATION

I / We hereby declare that the information provided in this Technical Bid is true and correct to the best of my/our knowledge. I / We also understand that any false information may lead to disqualification of my/our bid.

Place:
Date:

Signature: _____
Name: _____
Designation: _____
Official Seal: _____

Submit the following documents on your letterhead.

Financial Bid

Engagement of Chartered Accountant Firm in Coir Board

Sl. No.	Description of Services	Amount (incl. Taxes) (In Figures) (₹)	Amount (In Words)
1	Preparation of Annual Accounts along with Financial Statements for the FY 2025-26	₹	
2	Annual fee for Filing of all TDS returns (24Q and 26Q) for the FY 2025-26 (Consolidated PAN India)	₹	
3	Annual fee for Filing of ITR of Board and GPF PANs	₹	
4	Annual fee for filing of all GST and TDS-on-GST related returns (under GSTIN of Head Office only)	₹	
5	Annual Charges for 03 Nos of Data Entry Operators (DEOs) of prescribed qualification and experience.	₹	
Total Aggregated Amount (1+2+3+4+5) inclusive all Taxes		₹	₹

NB: The Financial Bid will be considered based on the aggregated amount (incl. of all Taxes) of all the above services.

Signature of the Tenderer:

Name & Full Address:

Mail ID and Mobile Number:

Office Seal:

Place:

Date:

(To be given on the Letter Head of the bidder)

Bid security declaration from bidders

I / We, the authorized signatory of M/s.

_____, participating in the
subject tender No: _____, for the “*Engagement of Chartered Accountant firm for compilation and finalization of annual accounts, filing of TDS, GST, and related matters for Coir Board*”, do hereby declare that in the event:

I / We withdraw / modify our bid during the period of bid validity,

OR

I / we commit any other breach of tender conditions / contract which would have otherwise attracted forfeiture of EMD,

OR

I / We fail to / refuse to initiate the execution of the awarded Contract as per the terms of the contract,

Then I / we could be suspended from being eligible for bidding / award of all future tender(s) for a period as applicable per the Incident Management Policy of GeM.

(Signature of the Bidder with Official Seal)

Name and Address: _____

(Format) INTEGRITY PACT

This Pre-Bid Pre-Contract Agreement (hereinafter called the "Integrity Pact") is made on this day of the month 2025, between the Coir Board, established under the Coir Industry Act, 1953, having its Head Office at Cochin, represented by Shri. V.C. Raghundandandan, Senior Accounts Officer, Coir Bboard (hereinafter called "The Buyer"), which expression shall include its successors in office and assigns, on the First Part, and M/s. a company/firm/individual (status of the entity) having its registered office at represented by Shri. (hereinafter called "The Bidder/Contractor"), which expression shall include its successors and permitted assigns, on the Second Part.

WHEREAS

1. The Buyer intends to engage a Chartered Accountant (CA) firm for conducting financial audits, advisory services, or other CA-related functions under Tender No. dated
2. The Bidder is willing to provide the required professional services as per the Buyer's specifications.

NOW, THEREFORE,

To foster transparency, fairness, and integrity in the procurement process and to avoid corrupt practices, the parties agree to the following Integrity Pact:

1. Commitments of the Buyer

1.1 The Buyer undertakes that no official associated with this contract will demand, accept, or promise to accept any bribe, gift, or undue advantage from the Bidder in exchange for any favorable treatment in the bidding, evaluation, or contract execution process.

1.2 The Buyer shall treat all Bidders equally and provide the same information to all to ensure fair competition.

1.3 Any violations of these commitments by officials shall be reported and subject to disciplinary action.

2. Commitments of the Bidder

2.1 The Bidder commits to avoiding corrupt practices, unfair means, and illegal activities during any stage of the bidding or contract execution.

2.2 The Bidder shall not offer, directly or indirectly, any form of bribe, gift, commission, or inducement to any official of the Buyer.

2.3 The Bidder shall disclose any commission, brokerage, or consultancy fees paid to intermediaries in relation to this bid.

2.4 The Bidder affirms that it is the original service provider and has not engaged intermediaries to influence the tender process.

2.5 The Bidder shall disclose if any of its employees or relatives have direct or indirect links to any official of the Buyer.

2.6 The Bidder shall not indulge in anti-competitive practices such as bid rigging or collusion.

3. Sanctions for Violations

3.1 In the event of breach of this Pact, the Buyer reserves the right to:

- Reject the Bidder's proposal and cancel any ongoing negotiations.
- Forfeit the Earnest Money Deposit (EMD) or Security Deposit.
- Terminate the contract without compensation.
- Recover financial losses from the Bidder.
- Initiate legal or disciplinary action, including debarment from future tenders.

4. Monitoring & Dispute Resolution

4.1 The Buyer shall appoint Independent External Monitors (IEMs) to review compliance with this Integrity Pact.

4.2 The Monitors shall have access to all relevant records and documents to investigate potential violations.

4.3 Any disputes arising under this Integrity Pact shall be governed by Indian law, with jurisdiction at the Buyer's location.

4.4 The arbitration clause in the main contract shall not apply to disputes under this Integrity Pact.

5. Validity

5.1 The provisions of this Integrity Pact shall be applicable from the date of signing and shall remain in force until the completion of the contract.

5.2 If any provisions are found invalid, the remaining provisions shall continue to apply.

Signed and executed on this day of 2025.

BUYER

For and on behalf of Coir Board

Name:

Designation:

BIDDER

For and on behalf of M/s.

Name:

Designation:

Witnesses:

1.
2.