

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	01-07-2025 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	01-07-2025 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Consumer Affairs Food And Public Distribution
विभाग का नाम/Department Name	Department Of Consumer Affairs
संगठन का नाम/Organisation Name	Bureau Of Indian Standards (bis)
कार्यालय का नाम/Office Name	Surat Branch Office
क्रेता ईमेल/Buyer Email	saichandra@bis.gov.in
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Onsite; Chartered Accountant
अनुबंध अवधि /Contract Period	3 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	360000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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#### ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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#### विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

#### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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#### एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting

documents to prove his eligibility for exemption.

2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.

3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.

4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

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

### **Manpower Hiring For Financial Services - Onsite; Chartered Accountant ( 1 )**

#### **तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	

विवरण/ Specification	मूल्य/ Values
Deployment Location	Onsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Certified internal auditor (ICAI)
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	11 - 15 Years
एडऑन /Addon(s)	

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Ashwani Kumar	395001,Bureau of Indian Standards, Surat Branch Office, First Floor(BSNL Telephone Bhavan), Doorsanchar Bhavan, Karimabad Admin Building, Ghod Dod Road,	1	<ul style="list-style-type: none"> <li>Number of Months : 36</li> </ul>

#### क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

##### 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. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

##### 3. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

##### 4. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

## 5. Past Project Experience

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

## 6. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

The bidder shall have their one of the registered office or branch office in Surat. Documentary evidence shall be submitted for the same.

## 7. Buyer Added Bid Specific ATC

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

## 8. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

## अस्वीकरण/Disclaimer

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 [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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.

---धन्यवाद/Thank You---

**TERMS AND CONDITIONS OF CONTRACT FOR  
"Hiring of services of CA Agency"**

**A. SCOPE OF WORK: "Hiring of services of CA Firm/agency" ON CONTRACT BASIS**

at Bureau of Indian Standards, Surat Branch Office (SUBO), 'First floor, BSNL Doorsanchar Bhawan, Karimabad Administrative Building, Ghod Dod Road, Surat, Gujarat 395001, by deploying required number of contract personnel.

**B. TERMS & CONDITIONS:**

1. The said contract will be initially for a period of 36 months commencing from the date of signing the contract which may be extended further for a maximum period of one year with same terms & conditions subject to mutual consent of both the parties and subject to satisfactory performance of contract. However, in normal circumstances the Agreement is terminable by giving two month notice in writing by either party to the agreement.
2. The Contracting Agency shall render the services as mentioned in the scope of work of the tender document to BIS, SUBO as below :
  - a) Compilation, filing of TDS return and technical resolution of all the TDS related matters, if any, TDS related assessment both in the cases of receivable and payable, if any (Already having TAN No).
  - b) Compilation of GST Input on monthly basis so that tax is deposited. Filing of GST return and compile with all the GST related matters with GST Authority (Already having GST No and paying GST regularly). To provide necessary guidance on GST Rules and for availing of credit rules and related action and filling requisite returns within prescribed time limit.
  - c) Compilation of Professional Tax liabilities and filing of returns with the concerned Department of Govt. of Gujarat and related issues.
  - d) Checking the Bank reconciliation.
  - e) Physical and computer preparation of bank book based on bank statements and financial instruments (DD or otherwise).
  - f) Compilation and tabulation of GST, Professional Tax and TDS payable.
  - g) Reconciliation of TDS payable/paid by BIS, SUBO on monthly basis.
  - h) Physical and computer entry of advances given and its adjustments at the time of settlements.
  - i) Assist our accounts personnel during audit related with GST, if any, CAG audit, Statutory audits, internal audit and reply of the paras if any, given by the auditors
  - j) Preparation of Budget Register both in physical and digital form
  - k) Preparation and finalization of accounts at Branch level except balance sheet (to be prepared by Head Quarter)
  - l) Preparation of TDS Certificate on behalf of BIS quarterly basis for the issue to the parties (there will be limited in this regard)
  - m) Checking of Trial Balance (TB), all Ledgers, Realization Day Book (RDB), and Bank Book on monthly basis. Trial balance be prepared positively by 6th of every month
  - n) Compilation of Accounts on monthly basis as well as yearly basis and preparation of monthly trial balance along with all supporting schedules, Receipt and Payment Account, etc.
  - o) Preparation of Accounts up-to TB stage and R & P A/c at year end. Reconciliation and control of accounts and schedules thereof. Reconciliation with Head Quarter Accounts and internal unit accounts, Reconciliation of fixed assets and current assets accounts, Calculation of depreciation as per law in assets Register/Cards
  - p) Checking of appropriateness of tax deduction at source from payments made to parties, its timely deposition and filing of requisite return by due date and guidance of TDS matters
  - q) Preparation of Uniform formats of Accounts
  - r) The CA firm/agency shall be personally responsible for the work allotted to her/him, from the stage of preparation of vouchers, preparing ledger/accounting books/registers to end product (i.e. trial balance/receipt & payment account/balance sheet with all supporting schedules). S/He shall sign each page of various returns and reports/forms and that of final output. S/He shall prepare and maintain all ledger/accounting books, schedules etc. including the following:
    - i) Assets register maintenance
    - ii) Manual ledger for EMD, SD, Advances etc.
    - iii) Settlement of old issues/advance etc.
    - iv) Any other account related matter and anything considered necessary towards above
    - v) Preparation of JVs in time
    - vi) Reconciliation on monthly basis with Hqrs. AC, Inter Office AC



- s) Your representative shall visit SUBO for minimum three hours for three man-days per week for execution of above work. One computer with Tally ERP 9 software shall be provided for inputs/compilation. The representative should be conversant with Tally ERP 9, MS Excel and MS word. Depending upon the quantum of the work, the man hours may be increased

3. The working hours will be as under:

Minimum three hours for each three man-days per week. Saturday and Sunday are holiday on account of being weekend days. They may also be called on Saturdays/Sundays as and when required for which extra payment will not be given.

4. The personnel deployed shall be healthy, active and shall not have any communicable diseases.
5. The CA firm/agency shall bear all expenses regarding preparation of Identity card, compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by the provisions of various labour legislations. **Payment to the firm/agency shall be made on monthly/quarterly basis on submission of bill by the firm/agency and on rendering satisfactory service by the firm/agency.**
6. Replacement of person as required by the Bureau will be effected promptly by the CA firm/agency; if the firm/agency wishes to replace any of the personnel, the same shall be done after prior consultation with the Bureau. The full particulars of the personnel to be deployed by the contractor including the names and address shall be furnished to the Bureau along with testimonials before they are actually deployed for the job. Firm/agency should not make too frequent changes in the CA.
7. In case of any loss that might be caused to the Bureau due to lapse on the part of the personnel deployed by the manpower agency discharging their responsibilities, such loss shall be compensated by the contracting Agency and in this connection, the Bureau shall have the right to deduct appropriate amount from the bill etc. to make good of such loss to the Bureau besides imposition of penalty. In case of any deficiencies/lapses on the part of the personnel deployed by the contractor, the Bureau shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
8. In case of death or mishap leading to any injury or disability whatsoever, occurred during discharging the duty, the compensation /legal or any other liability will solely rest with the CA firm/agency.
9. That CA firm/agency's authorized representative (Owner/Director/Partner/Manager) shall personally contact Head of the BIS, SUBO or the office in charge of Accounts at BIS, SUBO at least once a month to get a feedback on the services rendered by the contractor vis- a-vis corrective action required to make the services more efficient.
10. In the event of person deputed by CA firm/agency being on leave/absent, the CA firm/agency shall ensure suitable alternative arrangement to make up for such absence.
11. The person deployed by the CA firm/agency shall have the required qualification. In case of non-compliance/non-performance of the services according to the terms of the contract, the Bureau shall be at liberty to make suitable deductions of (ranging from 2% to 10%) from the bill without prejudice to its right under other provisions of the contract. Penalty upto 5% may also be imposed, if there are frequent changes of employees deployed at this office by the contractor.
12. The CA firm/agency shall be solely liable for all payment/dues of the workers employed and deployed by him with reliable evidence provided to the Bureau. In the event, Bureau makes any payment or incurs any liability, the contractor shall indemnify the Bureau completely;
13. In case of any dispute arising out of this agreement then Scientist F & Head, SUBO BIS shall nominate any officer of the BIS a sole arbitrator to adjudicate upon the issue involved in the dispute and the provisions of the Arbitration /Act shall be applicable.



14. In case of any dispute with regard to providing services and interpretation of any clause of the Agreement, Surat Court will have the jurisdiction to settle and decide all the disputes.
15. Income Tax TDS as per rules shall be deducted from the bills of the contractor as per applicable laws.
16. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
17. The CA firm/agency will be held wholly responsible for any action taken by statutory bodies for violation/non-compilation of any such provision/rule.
18. If any of the personnel or the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel who indulge in such type of activities, should not be further employed in this office by the contractor in any case.
19. Whenever there is a duplication of clause either in the terms and conditions or in the agreement, the clause which is beneficial to the SUBO, BIS will be considered applicable at the time of any dispute/following any statutory rules.

**Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between BIS, Surat Branch Office, Surat and the Agency and any non- compliance shall be deemed as breach of the Contract/ Agreement.**

#### **Additional Terms & Conditions:**

1. It is mandatory for the bidding Chartered Accountant Firm(s) to have their head office at Surat, Gujarat as per records of Institute of Chartered Accountants of India (ICAI) with more than 15 years of standing, minimum turnover of 5 lacs in each of last three financial years i.e 2022 - 2023, 2023 - 2024 and 2024 - 2025 and valid GST Registration as on date of submission of bid. Bidder needs to mandatorily attach ICAI Firm Constitution Certificate, GST Registration Certificate and self - declaration on letterhead of firm regarding turnover of CA Firm in each of last three financial years.
2. Bidder firm should be provisionally empanelled with Office of Comptroller & Auditor General of India for FY 2024 - 2025 or should have Submitted Application for empanelment with Office of Comptroller & Auditor General of India for FY 2024 - 2025 as on date of submission of bid. Copy of Acknowledgement issued by Office of Comptroller & Auditor General of India for FY 2024 - 2025 for submission of empanelment request on CAG Web portal needs to be attached.
3. The bidder should have experience of providing similar services to at least one central government -ministry/department/ organization/institute/body for at least 3 years in the last 5 financial year(s). Experience Certificate of satisfactory completion of work with following details a. Name of Organization b. Address of Organization c. Nature of Work d. Date of Start e. Date of Completion need to be mandatorily attached.
4. Chartered Accountant overseeing the entire work should have experience of more than 10 years and should be either proprietor/partner/employee of the CA Firm as per ICAI Firm Constitution Certificate as on date of submission of bid. He/she will be required to personally visit Bureau of Indian Standards, **Surat** Branch office onsite at least once every week for supervision of work done by deputed employee as well as disposal of other issues as mentioned in Scope of Work. Copy of COP issued by ICAI of proposed visiting CA needs to be attached.

5. Sub- letting of work to any other CA firm/person is not allowed under any circumstances.
6. Bidder needs to quote all-inclusive price and no extra amount viz GST, Labour cess, fooding, clothing, accommodation, local conveyance, parking fees etc will be paid other than the amount quoted in bid.
7. Bidding CA Firm and or its proprietor/partner/CA Employee should not have been debarred from practice or subject to any disciplinary action at any time by the Institute of Chartered Accountants of India. A self-declaration to this effect on the letter head of the firm is required to be submitted.
8. Bidding CA Firm- Proprietor/Partner/CA Employee should not be blood relative of any employee of Surat Branch Office.
9. Bidder has to apply through GeM Portal only, bid received through any other mode other than GeM Portal will not be considered.
10. Any change that will be made in the bid document by competent authority after issue of bid will be intimated in the form of corrigendum for incorporating the same in the bid document
11. No alteration and addition anywhere in the bid document are permitted. If any of these are found, the bid document will be summarily rejected
12. The bid will be valid for a period of 90 days from the date of opening of bid.
13. In the event that the specified date for the submission of bid is declared a holiday, then the bid will be up-to on the next working day and bid will be opened on same date & time.
14. Bidder shall not revoke his bid or vary its terms and conditions without the consent of the Bureau during the validity period of the bid. If the bidder revokes the bid or varies its terms or conditions, the Earnest money deposit by it shall stand forfeited.
15. The bidder may withdraw its offer after its submission provided that written notice of withdrawal is received by the Bureau prior to the closing date and time prescribed for submission of offer.
16. The bidder or authorized person of the bidder is allowed to take part in the opening of bid and for the same they should submit the identification card or authorization letter.
17. Bidder may visit our office between 10.00 AM to 5.00 PM on any working day except Saturday, Sunday and public holiday to get clarification on providing Accounting Services.
18. Bid Notice and the General Terms & Conditions shall form the part of the Contract.
19. The Bureau reserves the right to suitably increase/reduce the scope of the work put to this Bid.
20. The successful bidder shall commence the work on or **before ten days from the day of receipt of the "Work Order,"** else the EMO amount of the successful bidder shall be forfeited and the work order will be placed to the next successful bidder.
21. Only the bid that qualifies in the technical scrutiny shall be further considered for opening of the financial bid.
22. Duly signed and stamped copy of acceptance of Additional Terms and Conditions and Scope of Work needs to be mandatorily attached.