

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	03-07-2025 11:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	03-07-2025 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Railways
विभाग का नाम / Department Name	Indian Railways
संगठन का नाम / Organisation Name	Central Railway
कार्यालय का नाम / Office Name	Central Railway Stores Deptt
वस्तु श्रेणी / Item Category	Manpower Hiring for Financial Services - Offsite; Chartered Accountant
अनुबंध अवधि / Contract Period	1 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	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
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?	No
बिड से रिवर्स नीलामी सक्रिय किया / Bid to RA enabled	No
बिड का प्रकार / Type of Bid	Single Packet Bid

बिड विवरण/Bid Details	
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	35400
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. 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. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

The Bidder must have successfully executed at least XX projects of any value in past 3 years of providing similar services to Central/State Government, PSUs or any other government organizations:Minimum three years experience of filling of IT TDS returns of the railway or any Central Government Department.

The Bidder must have successfully executed at least YY projects of any value in past 3 years of providing similar services for at least ZZ different clients(Central/State Government, PSUs or any other government):Minimum three years experience of filling of IT TDS returns of the railway or any Central Government Department.

Service provider must have a dedicated team of required manpower of XX for the project:Yes

Scope of Work:[1750676895.pdf](#)

Manpower Hiring For Financial Services - Offsite; Chartered Accountant (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Offsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	CA, ICWA DISA
Qualification of Professional/Resources required	CA, ICWA DISA
Total Experience of Professionals / Resources (In years)	Minimum three years experience of filling of IT TDS returns of the railway or any Central Government Department
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Saratha Ramkumar	400001,OFFICE OF PFA, CENTRAL RAILWAY NEW ADMINISTRATIVE BUILDING, 3RD FLOOR D.N. ROAD, CST MUMBAI	1	<ul style="list-style-type: none"> Number of Months : 12

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

1. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

2. 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.

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

- 1) Minimum three years experience of filling of IT TDS returns of the railway or any Central Government Department.
- 2) Company office should be situated and based in Mumbai Urban

4. Buyer Added Bid Specific SLA

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

5. 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 कार्यवाई 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---

(C) Scope of work :

1. Preparation and e-Filing of TDS returns (24Q) of Central Railway Headquarter staff, in Electronic Format for the Financial Year 2025-26 including providing data for Form.no.16. of approx.3000 employees-
 - a. The soft copy of the quarterly TDS data will be provided to the consultant. It should be ensured that the number of records and the amount of tax deducted should match with the number of records uploaded on the NSDL Website. Similarly, the amount of tax deducted / uploaded should tally with the amount of tax given by this office in the data furnished.
 - b. Rejection, if any occurring due to invalid PAN or any other reason should be immediately brought to the notice of the office. The pay group / Bill unit No. and the employee no. should invariably appear in the data.
 - c. All returns should be filed within the statutory due dates for each quarter for the financial year 2025-26.
 - d. E-Filing of Correction statements for the financial year 2025-26, as needed, also should be done promptly.
 - e. In case, default notice is received from Income tax department, for mistakes committed by service provider or delay in taking action on the part of the service provider, while filing returns or otherwise, then the interest and penalty , if any, levied by the department, on such occurrences shall be recovered from the service provider through their bills or security deposit.
 - f. Service provider has to reconcile the TDS deducted data with the books of Accounts of Railway, before uploading and filing of periodic returns. Any doubt regarding TDS data need to be got clarified from Railways before filing the returns. If need for filing revised returns arises due to mistake(s) on the part of service provider, the same should be promptly filed without any extra cost and charges by service provider. Corrective action in such cases need to be taken by service provider promptly.
 - g. Downloading and supply of 'Form 16' for all the employees against whom IT TDS has been filed for Railway on quarterly basis, by service provider.
 - h. Clarification/reply on the queries raised for consultation to be furnished with in the time frame prescribed at the time of raising such queries.
 - i. E-Filing of Correction statements for the previous financial years, as needed,
2. Vetting of the Income Tax Module for Payroll in the IPAS system of Railways to ensure that the system is in compliance with the provisions of extant Income Tax Rules and providing necessary inputs/ clarifications / opinion on Income Tax rules applicable for TDS on employee salary - I/Tax related reports generated from IPAS will be provided for vetting and consultancy by service provider to ensure correctness of calculation and compliance of relevant I/Tax rules.

(D) Conditions for bidder :

Type of Professional / Resources : Direct Tax Expert

Qualification of bidders : CA/ ICWA, DISA

Minimum Experience required: Minimum three years' experience of filing of IT TDS returns of the Railway organization or any Central Government department.

Company registered office: Offsite- Company office should be situated and based in Mumbai (UA).

Bid closing period : 10 days

Bid offer validity : 60 days

Contract period : One year

Estimated Bid Value :**Rs.35400/- (including GST @18%)**

Evaluation method : Total value based Evaluation

(E) Documents to be submitted by bidders :

1. Documents proving the acquisition of relevant Qualification
2. Certificate of Practice
3. Experience in filing Income Tax related returns for Indian Railways/ Central Government departments/ Public Sector Undertaking/ Govt. undertaking for the above activity.
4. List of Clients
5. Balance Sheet and Profit & Loss Account for FY 2023-24.
6. List of CAs/ Cost Accountants with the firm/bidder.

(F) Consignee details: Smt.SarathaRamkumar, AFA/ESSt.,PFA's Office,
New Admn.Bldg., 3rd Floor, Central Railway- CSMT.

(G) Bill Passing authority – Sh.Mrityunjay Kumar, AFA/ Catg., PFA's Office,
New Admn.Bldg., 3rd Floor, Central Railway-CSMT.

(H) **Billing for service** : Separate invoices for filing charges and upload charges for each quarter should be submitted in triplicate, alongwith the relevant documents, challans and original receipts.

(I) **Payment Terms** : Payment for each quarter will be released within 10 working days from the receipt of the bill, if found in order. Payment shall be made through NEFT for which mandate is required to be submitted.

(J) **Security Deposit** : 10% of the contract value will be recovered from on account bills as per relevant clause of GCC and the same shall be refunded after successful completion of the contract.

(K) **Taxes and duties** : All applicable taxes will be deducted from the bills.

(L) **Penalty**: If the work is not completed within the due target date, penalty will be recovered @ 2% on the invoice value.

(M) **Termination of contract**: Railway reserves the right to terminate the contract during the currency of the contract following due procedures.

(N) **Dispute resolution** :In the event of dispute or difference in connection with the contract, the same would be dealt with Railway Arbitration Clause.

SMM(M) may please be requested to call the bids on GeM portal for the proposed work as the first quarterly e-TDS return for the quarter ending June 2025 is to be filed by 31/07/2025 being the statutory due date.

05/06/2025 4:54 PM

रजनी यादव|RAJNI YADAV
(सीनियर सेक्शन अधिकारी6/एफए(ईएनजी)/मुख्यालय/मध्य रेल|SSO6/AFA(ENG)/HQ/CR)

Note # 2

Details are as Note 1 above.

It is requested to call the bids on GeM portal for the proposed work as the first quarterly e-TDS return for the quarter ending June 2025 is to be filed by 31/07/2025 being the statutory due date.

06/06/2025 5:37 PM

SARATHA RAMKUMAR
(AFA(ENG)/HQ/CR)
