

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	15-07-2025 18:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	15-07-2025 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Health And Family Welfare
विभाग का नाम / Department Name	Department Of Health Research
संगठन का नाम / Organisation Name	Indian Council Of Medical Research (icmr)
कार्यालय का नाम / Office Name	National Institute Of Occupational Health Ahmedabad
वस्तु श्रेणी / Item Category	Financial Advisory Services - Offsite; Tax Advisory
अनुबंध अवधि / Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	6 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   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes   Complete
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), OEM Authorization Certificate, OEM Annual Turnover, Additional Doc 1 (Requested in ATC), Additional Doc 2 (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?	No
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Single 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	150000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
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

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

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

#### लाभार्थी /Beneficiary :

Director  
National Institute Of Occupational Health Ahmedabad, Department of Health Research, Indian Council of Medical Research (ICMR), Ministry of Health and Family Welfare  
(Director Nioh)

#### 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. 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.
9. 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.

10. 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

**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.:**The bidder should have successfully completed 3 similar CA service contracts in the last 3 financial years in minimum two central or state govt. / central or state, semi-govt./ central or state autonomous bodies / PSUs / govt. universities / ICMR Institutes or reputed organizations to tender value or higher.

**Number of XX qualified professionals in full time employment at senior level with experience in handling similar or relevant projects.:**NA

**Scope of work to be uploaded by buyer:**[1750766229.pdf](#)

#### Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
01-07-2025 12:00:00	ICMR NIOH MEGHANINAGAR AHMEDABAD

#### Financial Advisory Services - Offsite; Tax Advisory ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Offsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	AS PER TENDER DOCUMENT
Financial Advisory Reports	Yes
Frequency of Progress Report	NA
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	AS PER TENDER DOCUMENT
Total Experience of Professionals / Resources (In years)	AS PER TENDER DOCUMENT
<b>एडऑन /Addon(s)</b>	
Post Financial Advisory Support	NA

## 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 / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Shukla Pranali Vyomeshchandra	380016,ICMR-National Institute of Occupational Health Meghaninagar, Ahmedabad	1	N/A

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

1. Experience Certificate for the supply of the same to any Govt/ PSU/ any renowned private organisation along with Supply/ Purchase Order.
2. If the agency is registered under MSME or NSIC, then EMD exemption certificate needs to be enclosed.
3. **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

4. **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.

5. **Generic**

**Manufacturer Authorization:**Wherever Authorised Distributors/service providers are submitting the bid, Authorisation Form /Certificate with OEM/Original Service Provider details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid

6. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

7. **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.

8. **Service & Support**

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

## 9. Service & Support

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

## 10. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

SUCCESSFUL BIDDER SHALL SUBMIT THE PBG IN THE FORM OF BANK GUARANTEE ONLY WITHIN 15 DAYS OF AWARD OF CONTRACT.

## 11. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [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---



आई सी एमआर- राष्ट्रीय व्यावसायिक स्वास्थ्य संस्थान  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार  
कल्याण मंत्रालय, भारत सरकार

ICMR - National Institute of Occupational Health  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

**Notice Inviting Tender (NIT)**  
**Hiring of Chartered Accountant**  
**Through GeM portal for ICMR-NIOH**



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## **ICMR- National Institute of Occupational Health Ahmedabad**

### **Notice Inviting Tender (NIT)**

### **Hiring of Chartered Accountant**

### **Through GeM portal**

The Director, ICMR-National Institute of Occupational Health (ICMR-NIOH), Ahmedabad invites Gem Bids under single bid system from firms/Proprietorship having experience of providing the Chartered Accountant services in reputed organizations preferably in the Government or public sector at ICMR-National Institute Occupational Health, Ahmedabad.

#### **CRITICAL DETAILS**

Type of Tender	Single Bid System
Tender Document Fee	NIL
Quantity required	01
Website address for downloading Tender document	<a href="http://www.nioh.org">http://www.nioh.org</a> / <a href="https://www.gem.gov.in">https://www.gem.gov.in</a>
Mode of submission of Tender	Online (only through GeM portal)

## 2. TERMS AND CONDITIONS OF BID

**2.1. Estimated bid value:** The estimated tender value is approximately Rs. 1,50,000 (Rs. One Lakh Fifty Thousand Only) for one year.

**2.2. Period of Contract:** The Chartered Accountant firm will be required to provide the desired services initially for a period of one year which may be renewed for another one-year period as per GeM terms based on satisfactory performance and requirements on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the period of the contract. Director, ICMR-NIOH, however, reserves the right to terminate the contract by serving one month's notice, in writing.

**2.3. Last date of submission:** Last date of uploading the bid is stipulated on GeM portal.

### **2.4. Eligibility Criteria:**

2.6.1. The bidder should have successfully completed 3 similar CA service contracts in the last 3 financial years in minimum two central or state govt. / central or state, semi-govt./ central or state autonomous bodies / PSUs / govt. universities / ICMR Institutes or reputed organizations to tender value or higher.

2.6.2. The agency must be registered with the following statutory bodies such as Income Tax, Goods and Services Tax (GST) among others as per turnover eligibility.

2.6.3. The Firm should have been in operation for at least 5 years after its registration.

2.6.4. The Firm should have at least one Chartered Accountant employed/Partner (Full time) with the firm.

2.6.5. The average annual turnover of bidders must be duly certified by the appropriate chartered accountant/auditor/any other prescribed authority.

2.6.6. The Chartered Accountant Firm should have its registered Office in Ahmedabad.

2.6.7. The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Goods and Service Tax Registration (A copy of the certificate to be submitted) & Firm Registration Number.

2.6.8. On the date of submission of tender, the bidder should not have been indicted for any criminal, fraudulent or anti competition activity and not been blacklisted by any government departments.

2.6.9. The bidder has to produce all original documents for verification before awarding of contract (on the date fixed by ICMR-NIOH).

**2.6.10. Documents to be uploaded:** Bidders firms which fulfil the above eligibility conditions may upload the technical bid along with the scanned copy of following documents failing which their bids may be rejected: -

2.6.6.1. Copy of audited accounts statement of annual turnover for last three financial years.

2.6.6.2. Scanned copy of EMD\*\*, if applicable.

2.6.6.3. GST registration certificate

2.6.6.4. Udyog Aadhar certificate, if applicable.

2.6.6.5. PAN of the CA Firm/Proprietorship.

2.6.6.6. Satisfactory work completion report from previous service buyers in support of eligibility conditions.

2.6.6.7. Declaration as per format of Annexures.

2.6.6.8. Firm registration certificate / Number

2.6.6.9. ICAI Registration Member Certificate of one partner/ proprietor.

### 3. ADDITIONAL TERMS AND CONDITIONS

#### 3.1. Evaluation of bid

3.1.1. Bidders are required to upload their bid as per bid specification uploaded on GeM Portal. In addition, documents mentioned in para 2.6.10. should be uploaded to the GeM portal.

3.1.2. The Competent Authority i.e. Director, ICMR-NIOH reserves the right to annul any or all bids without assigning any reason.

3.1.3. After the opening of the bid, the attached documents will be checked. The evaluation of the tender will be done on the basis of the documents submitted. This is applicable to all bidders.

3.1.4. The bid of any bidder which has not met the eligibility criteria will be summarily rejected and bid(s) which do not comply with bid instruction and any conditions of the tender terms and conditions may also be rejected.

3.1.5. All bidders that will fulfil the eligibility criteria, bid instruction and tender terms & conditions will be qualified.

3.1.6. Lowest financial bid will be evaluated based on the overall lowest rate quoted by the bidder as per GeM guidelines. In case of multiple L1 (lowest 1) bidders, auto selection system of GeM will be followed to finalize the service provider agency.

3.1.7 Bids which are incomplete or conditional in any form shall be rejected.

3.1.8. A formal contract shall be executed/ entered into with the successful bidder. In this contract, the successful bidder shall be defined as contractor.

3.1.9 The Director, ICMR-NIOH, reserves the right to prematurely terminate the contract at any time after giving three-month notice to the firm/proprietorship. In case the firm/proprietorship desires to terminate the contract during its period of pendency, he/she shall have to give a notice of three months to the Institute.

**Payment terms:** Payment shall be made on quarterly basis on production of invoice. Applicable TDS will be deducted from the invoice value.

#### 4. SCOPE OF WORK:

4.1	Timely filing of GST returns (GSTR 1 and GSTR 3B) and all GST related work. Including challans generation.
4.2	Monthly Filling of Form GSTR 7 under GST Act. (Return for TDS Deduction as per GST Regulation) Including challans generation.
4.3	Quarterly filing of TDS returns and timely generation of Form 16 and Form 16A for approx. 400 employees (including pensioners) Including challans generation.
4.4	Filing of party TDS return quarterly basis. Including challans generation. Compilation of norms of 194B, 194C and 194J and generation of challans, filing of party TDS returns and filing of RCM invoices returns.
4.5	Correction of TDS and GST returns as and when required.
4.6	Preparation and filing of annual return in Form GST 9
4.7	Filing of GSTR-9C
4.8	Providing consultancy on GST, TDS related issues for Income tax and various notices / demands thereon.
4.9	Reply to IT notices and GST notices etc.
4.10	Filing of GST returns of seminar/workshops.
4.11	Generation of LUT on case to case basis.

## **5. GENERAL CONDITIONS OF CONTRACT (GCC)**

**5.1.** The CA firm/Proprietorship should engage / should be a citizen of India.

**5.2.** Manpower engaged should be trained for providing services according to the scope of work.

**5.3.** The rate quoted shall be responsive and the same should be inclusive of all statutory obligations such as applicable taxes etc. The offers of those prospective bidders which do not meet these statutory obligations are subject to be rejected.

**5.4.** The CA firm shall comply with provisions under Income tax and GST law whichever applicable and all other statutory payments will be the liabilities of the contractor, applicable from time to time

**5.5.** The CA firm shall not engage any subcontractor or transfer the contract to another person/people/entity without prior permission of the competent authorities at ICMR-NIOH.

**5.6.** The performance bank guarantee shall be returned to the CA firm on the expiry of the contract period on furnishing usual clearance/No Demand Certificate. The performance bank guarantee shall be returned on the expiry (stated in the GeM bid document/portal) and termination of the contract subject to conditions that the CA firm has indemnified the 1st Party for all payments to the staff. The CA firm while requesting for release of the performance bank guarantee shall certify that all payments including labour laws obligations have been fulfilled and that the ICMR-NIOH, Ahmedabad shall not be responsible for such payments to the staff arising out of the decision of the labour court, if any.

**5.7.** The contract shall come into force from the date of agreement signed by both the parties. In case the contractor fails to execute the job after signing the agreement deed or leave the job before completion of the period of contract at their own accord, ICMR-NIOH shall have the right to forfeit the performance bank guarantee deposited by the agency for execution of the contract.

**5.8.** ICMR-NIOH shall have the full power to terminate the tender process at any stage, without assigning any reason thereof.

**5.9.** Force Majeure: At any time during the currency of the contract, either bidder is subject to force majeure, which can be termed as a civil disturbance, riots, strikes, tempest, acts of God, etc. which may prevent either party to discharge their obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

## **6. PENALTY CLAUSE**

The CA firm shall be responsible for timely submission of returns / notice responses. Penalty / interest for the delay in submission of response shall be borne by CA firm, if failure is on part of bidder/firm.

## **7. TERMINATION CLAUSE**

During the period of agreement if it is found that the agency is not providing proper services or charging by fraudulent manner or indulged in corrupt practices or disclose ICMR-NIOH's confidential information or other unprofessional behavior, the entire performance bank guarantee, deposited with ICMR-NIOH or part thereof shall be forfeited in favor of Director-NIOH and agreement will be terminated after giving 30 days' notice.

## **9. JURISDICTION**

The contract shall be governed by and construed according to the law in force in India. The bidder shall hereby submit to the jurisdiction of the courts situated at Ahmedabad for the purpose of actions of any proceedings arising out of the contract, and the courts at Ahmedabad only will have the jurisdiction to hear and decide such actions and proceedings.

**FORM -1**

**10. TECHNICAL BID FORMAT**

1	Name of the Company / Firm	
2	Name of owner/partners / Directors	
3	<b>Full Particulars of Office &amp; Registered Office</b>	
	Address	
	Telephone No.	
	Fax No.	
	E-Mail Address	
4	<b>Full particulars of the Bankers of Company / Firm / with full address/ Tel. No.</b>	
	Name of the Bank	
	Address of the Bank	
	Account Number	
	IFSC code	
5	<b>Registration Details:</b>	
	(a) PAN of the CA firm	
	(b) GST Registration No.	
	(c) ICAI Registration No.	



**Form 2**  
**TENDER ACCEPTANCE LETTER**  
(To be given on company Letter Head)

Date:

To  
The Director  
ICMR-NIOH  
Meghaninagar  
Ahmedabad-380016

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No.\_\_\_\_

Name of Work: Hiring of CA through GeM portal

Dear Sir

I/We have downloaded/obtained the tender document(s) for the above mentioned “Work” from the GeM site(s) namely:

<https://gem.gov.in> as per your advertisement, given in the above mentioned website(s)

- (1) I/We hereby certify that I/We have read the entire terms and conditions of the tender documents (including all documents like annexures/scope of works) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
- (2) The corrigendum (s) issued from time to time by your department/organizations too have also been taken into consideration, while submitting this acceptance letter.
- (3) I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum (s) in its totality/entirely.
- (4) I/We do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking.
- (5) I/We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefor or summarily reject the bid or terminate the contract, without prejudice to any other rights.

Yours faithfully

(Signature of the Bidder, with Office Seal)

### FORM 3

#### Financial Capacity of the Applicant

S. No.	Financial Year	Annual Revenue (Rs. in crores)
1.	FY 2022-23	
2.	FY 2023-24	
3.	FY 2024-25	
	Average	

(Signature, name and designation of the authorized signatory For and on behalf of  
.....)

Note:

Please attach Annual Financial Statements for FY 2022-23, FY 2023-24 and FY 2024-25, Endorsed by registered chartered accountant

## FORM 4

### Experience Certificate of the Firm for Similar nature of Work

S. No.	Name of work/Project & Client name	Category of Client (Central / State Govt Organization / PSU / Public Listed Company)	Number of outsourced contractual human resource for client	Start Date of the assignment	Completion date of the assignment (mention ongoing, if not completed)	Annualized Value of the Human resource Outsourced to the Client(Rs)	Documentary Evidence to authenticate the experience details to be Attached
1.							
2.							
3.							
4.							
5.							

**\*Note:** Projects which were completed prior to 5 years from the date of publication of tender will not be considered for evaluation

#### **Certification from Authorized Signatory of the Firm**

This is to certify that the information contained above is correct as per the accounts of the Applicant and/or the clients.

(Signature, name and designation of the authorized signatory)

Date:

**Name and seal of the Applicant:**

## Form-5

**Declaration that the Company has not been blacklisted in last three years**  
(To be submitted on the Letterhead of the responding SI)

{Place}

{Date}

To,

Ref: No: dated

Subject: Self Declaration of not been blacklisted in response to the Tender for  
Hiring of Chartered Accountant through GeM at NIOH, Ahmedabad.

Dear Sir,

We confirm that our company, M/s. \_\_\_\_\_, is not blacklisted in any manner whatsoever by any of the State/UT and/or Central Government in India in last three years on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Further it is confirmed that there is no legal incapacity that will bar the Bidder from entering into a Contract or Agreement or to undertake the specified Scope of Work

Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Note: The Bidder shall necessarily provide a copy of 'Power of Attorney' authorizing the signatory for signing the Bid on behalf of the Bidder in its Bid.

## Form-6

### Undertaking on GST

I ..... (Name), aged ..... years, S/o ..... (Name), Proprietor / Managing Partner / Managing Director of ..... (Name of the Agency) do hereby solemnly affirm and state as follows:

- (a) That we are registered under GST and compliant of GST provision.
- (b) In case of non-compliance of GST provisions and blockage of any input credit we shall be responsible to indemnify ICMR-NIOH, Ahmedabad.
- (c) That all input credits shall be passed on to NIOH, Ahmedabad by us.

Dated this, the ..... day of ..... month ..... Year.

Signature of Proprietor / Managing Partner / Managing Director

Place:

Date:

#### Note:

- 1) The bidder has to quote in percentage only. The quoted percentage (with positive number) shall be considered up to two decimals only.
- 2) The percentage quoted by the agency is applicable for all the payments paid by agency to the project staff and statutory authority i.e. consolidated emoluments, PF & ESIC, bonus, increase of wages and medical policy wherever applicable.
- 3) Bids with NIL / BLANK / N.A. / ZERO / Negative percentage quoted will be rejected out rightly without giving any reason whatsoever. It will be considered as non – responsive bid. The lowest responsive bidder will be considered.
- 4) Supervisors, Face biometric machine for attendance, Uniform as per condition of tender has to be provided by the agency and NIOH, Ahmedabad will not pay on this account hence charges shall be included in the quoted percentage.
- 5) The amount on account of consolidated emoluments, PF & ESIC, bonus, increase of wages supported with the documentary proof shall be paid to the agency.