

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	29-07-2025 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	29-07-2025 16:30:00
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	Icmr National Institute For Research In Reproductive Health, Mumbai
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)	15 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Exemption for Turnover	Yes   Complete
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Exemption for Turnover	Yes   Complete
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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes

बिड विवरण/Bid Details	
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b>	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	7
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
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / <b>Financial Document Indicating Price Breakup Required</b>	Yes

#### 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  
ICMR National Institute For Research In Reproductive & Child Health, Mumbai, Department of Health Research,  
Indian Council of Medical Research (ICMR), Ministry of Health and Family Welfare  
(The Director, Icmr-nirrh)

**UIN Number NCTGC2415P**

#### 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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1. 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.
2. 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.
3. 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.
4. 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.
5. 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.

#### 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:** The bidder(s) must have completed at least six (06) assignments related to Chartered Accountancy (CA) services for any Central Government, State Government, Public Sector Undertaking (PSU), or Autonomous Body during the last three (03) financial years. Copies of Work Orders, Agreements, Completion Certificates, Performance Certificates, or any other relevant supporting documents must be submitted along with the Technical Bid as evidence.

**Service provider must have a dedicated team of required manpower of XX for the project:** The dedicated team should comprise at least two (02) staff members holding Chartered Accountant (CA) qualifications

**Scope of Work:** [1751868669.pdf](#)

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Documentation	66.67	50	<a href="#">View File</a>
Presentation cum Interview	33.33	16.67	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score:** 66.67

**QCBS Weightage(Technical:Financial):**60:40

**Interview Venue:**Only the qualified vendors of the first round will be invited to participate in the presentation meeting cum interview.

**Presentation Venue:**Only the qualified vendors of the first round will be invited to participate in the presentation meeting cum interview.

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

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

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Onsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Registered with ICAI & Empan
Qualification of Professional/Resources required	CA , ICWA
Total Experience of Professionals / Resources (In years)	0 - 3 Years
<b>एडऑन /Addon(s)</b>	

#### **अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

#### **परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Sajith V	400012,NATIONAL INSTITUTE FOR RESEARCH IN REPRODUCTIVE AND CHILD HEALTH JEHANGIR MERWANJI STREET, PAREL MUMBAI 400012 MAHARASHTRA	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**

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

#### 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. **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.

#### 6. **Buyer Added Bid Specific ATC**

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

#### 7. **Service & Support**

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

#### 8. **Payment**

**PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

#### 9. **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.

### 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. 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.
16. 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---

Criteria for QCBS

Sl. No.	Criteria for Evaluation	Marks Allotted	Marking Criteria
<b>First Round of Evaluation- Documentation</b>			
1	Proper submission of tender	Out of 10	
2	Number of years of Registration with the Institute of Chartered Accountants of India (ICAI)	Out of 15	Less than 5 Years: 5 5 to 10 Years: 10 10 Years or More: 15
3	Bidder's experience in handling taxation matters for government offices	Out of 20	Less than 10 offices: 10 10- 20 offices: 15 20 or more offices: 20
4	Location of the office, branch, or franchise	Out of 15	In Mumbai: 15 In Pune: 10 Anywhere else in Maharashtra: 5
5	Number of staff specializing in taxation matters with CA qualifications	Out of 15	10 to 25 staffs: 5 26 to 40 staffs: 10 41 to 50 staffs: 15
6	Annual Turnover Certificate (Criteria: Certified turnover for the financial years 2021–22, 2022–23, and 2023–24)	Out of 15	Below 50 Lakh: 5 75 to 100 Lakh: 10 Above 100 Lakh: 15
7	Number of ongoing contracts for relevant services in specified institutes	Out of 10	Less than 10 offices: 4 10-15 offices: 7 Above 15 offices: 10
<b>Net Total for the First Round of Evaluation</b>		<b>Out of 100</b>	
<i>A minimum score of 75 marks will be required to qualify the first round</i>			
<b>Second Round of Evaluation- Presentation Meeting and Interview</b>			
1	Presentation and Discussion (Aspects: Company Profile; Experience of firm in relevant Institute; Work Plan; and Availability of FCAs/ACAs; Details of task handled.)	Out of 50	
<b>Grand Total</b>		<b>Out of 150</b>	
<i>A minimum score of 2/3rd of the grand total will be required to secure the technical evaluation of the bid. Obtained Marks will be converted into total of 100 Marks</i>			

# Scope of Work

## Accounting and Audit work

- Certification of Statement of Expenditure and Utilization certificates for project funds.

## Taxation

Compliance of all applicable statutory tax laws and file applicable monthly, quarterly and annual returns under the various tax Laws such as

- Timely filing of GST TDS Returns
- Timely filing of Income Tax Returns
- Timely filing of Professional Tax Returns

## Goods and Services Tax (GST) Act

- Preparing, verifying, and filing of all the GST Returns – Monthly / Quarterly/ Annually as per the rules applicable and rectification of returns. (if required).
- Preparation of following ledgers for GST compliance.
  - a. Electronic CGST Register.
  - b. Electronic SGST Register.
  - c. Electronic IGST Register.
- Reconciliation of GST credit reports with GST portal.
- Preparation of all replies of notices received from GST Department (if any), queries quoting proper rules for various cases.
- To update amendments in rules/ acts/ notifications / procedures/press release to finance Officers on regular basis pertaining to transactions concerned with the Unit.
- Preparation / compilation / filing of data for GST Refund (if any).
- Suggest any other areas where GST is applicable for timely compliance to the requirement of the Act.
- Resolve auditor's queries regarding taxation matters
- Any other compliance of GST Act.
- The firm / Co., is fully responsible for the GST & TDS on GST returns on time. Any demand arising due to delay in filing of return of GST & TDS on GST returns will be borne by the firm.
- Updating information on GST portal.
- Filing of GSTR-1, GSTR-2, and GSTR-9 returns in compliance with GST regulations.

## Income Tax

- E-filing of quarterly e-TDS/e-TCS returns in Form 24Q (TDS on employees), Form 26Q (TDS on contractors), Form 27Q (TDS on non-residents), and Form 27E (TCS return).
- Ensuring the accurate calculation and deduction of TDS on salary/pension as per the applicable rates and sections of the Income Tax Act.
- Preparation of Form 15CA and Form 15CB for Publication Charges.
- Analysis of Traces demands and justification reports & rectification thereof.



- Filing of TDS and TCS Correction statements
- Generation of Form 16A quarterly of contractors along-with details of payments made to contractors in digital format and working on errors/ corrections if any.
- Generation of Form 16 for employees, including salary details, in digital format and working on errors/ corrections if any.
- The firm / Co., is fully responsible for the TDS / TCS returns on time. Any demand arising due to delay in filing of TDS/TCS returns will be borne by the firm.
- The firm / Co., is responsible for attending notices / dates, if any, received from any authority in respect of TDS / TCS and matters related to previous years.
- The firm / Co., shall provide data (Electronically or physical as the case may be) to the Unit after filing of all the returns.
- Furnishing the original e-filing acknowledgement to Unit. Sharing a soft copy (in readable format like PDF, Word or Excel/ Hard copy of the return filed) with Unit. Firm will provide the copy of return filed both soft/hard copies to Unit of the above returns, filed by them.
- In case of delay in filing of e-TDS returns as per the Income Tax Act, 1961 & penalty if any, levied by Income Tax Department will be borne by the Firm/ Co.
- Preparation of replies to concerned authority for any notices regarding TDS-TCS.
- Any other compliance related work

## Professional Tax

- Ensure preparation, consolidation and filing of Professional Tax return within due date.
- Disposing of notices received if any.