

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	30-07-2025 13:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	30-07-2025 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	15 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Agriculture And Farmers Welfare
विभाग का नाम / Department Name	Department Of Agriculture Cooperation And Farmers Welfare
संगठन का नाम / Organisation Name	National Institute Of Agricultural Marketing (niam)
कार्यालय का नाम / Office Name	Innovation And Entrepreneurship Federation Ccsniam
वस्तु श्रेणी / Item Category	Manpower Hiring for Financial Services - Onsite; 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)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
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, Bidder Turnover *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 दस्तावेज़ों 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?	No

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>	1
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	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	80000
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. 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

**Scope of Work:**[1752233667.pdf](#)

#### 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	Certified internal auditor (ICAI)
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	0 - 3 Years
<b>एडऑन /Addon(s)</b>	

#### 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	Abhay Singhal	302033,C/O. CCS NIAM, Kota Road, Bambala, Pratap Nagar Housing Board, Jaipur, Rajasthan, India, 302033	1	<ul style="list-style-type: none"> <li>Number of Months : 12</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. 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:-

- 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.
- Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
- Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
- Creating BoQ bid for single item.
- Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
- Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
- Floating / creation of work contracts as Custom Bids in Services.
- 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)
- Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
- Seeking experience from specific organization / department / institute only or from foreign / export experience.
- Creating bid for items from irrelevant categories.
- Incorporating any clause against the MSME policy and Preference to Make in India Policy.
- Reference of conditions published on any external site or reference to external documents/clauses.
- 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---

# INNOVATION AND ENTREPRENEURSHIP FEDERATION OF CCS NIAM

CIN: U88900RJ2023NPL091289

Regd. Office: C/O CCS NIAM, Kota Road, Bambala, Pratap Nagar  
Housing Board, Jaipur, Rajasthan, India, 302033

Website: <https://niam-nabi.com>

Email: [iefed@ccsniam.ac.in](mailto:iefed@ccsniam.ac.in)

**Quotation No.: 02/2025**  
**(visit at [www.niam-nabi.com](http://www.niam-nabi.com))**

## **Bid Notice**

Name of Work: Appointment of Chartered Accountant Firm for  
Accounting, Audit, Compliance, and Financial Advisory Services for the  
Financial Year 2025-26.

Notice Inviting e-Quotations (e-NIQ): E-Quotations in the prescribed format are hereby invited on behalf of the Innovation and Entrepreneurship Federation of CCS NIAM (hereinafter referred to as "IEF"), located at Kota Road, Bambala, Pratap Nagar Housing Board, Jaipur-302033 (Rajasthan), from eligible Chartered Accountant (CA) firms possessing a minimum of three years of professional experience. The scope of services includes accounting, auditing, statutory compliance, and financial consultancy for the financial year 2025-26. Interested firms may download the bid document from the IEF website at [www.niam-nabi.com](http://www.niam-nabi.com). Submission of more than one bid by the same proprietor or entity will result in disqualification.

**"FOR Chartered Accountant of Innovation and Entrepreneurship  
Federation of CCS NIAM"**

**1. General:** The summary of bid is as under: -

Particulars	Details
Name of Work	Hiring of Chartered Accountant Firm
Location	Jaipur, Rajasthan
Bid Submission Mode	Email to <a href="mailto:iefed@ccsniam.ac.in">iefed@ccsniam.ac.in</a>
Date of Commencement of Work	As per the letter of award (LoA).
Period of Contract	For 1 year from the date of the award letter
Earnest money with Bid Document	Rs.5,000/- (Five Thousand Only) in the form of Demand Draft. In favor of "IEF of CCS NIAM" payable at Jaipur. Cheque shall not be accepted in any case.
Last Date of Submission	30.07.2025
Opening of Bids	31.07.2025

2. Submission of Bid: The e-NIQ, along with the duly completed Undertaking (Annexure-I), Technical Bid (Annexure-II), and Financial Bid (Annexure-III), must be compiled and submitted in all respects through [www.niam-nabi.com](http://www.niam-nabi.com). Bids submitted through any other mode will not be considered.
3. Terms of Reference: The selected Chartered Accountant firm will be responsible for providing comprehensive financial and compliance-related services to the Innovation and Entrepreneurship Federation of CCS NIAM (IEF of CCS NIAM). This includes maintaining accurate books of accounts, preparing financial statements, conducting statutory and internal audits, ensuring timely filing of GST, TDS, and income tax returns, and assisting with MCA compliance as required for Section 8 companies. The firm shall also provide advisory support on fund utilization, budget preparation, and reporting formats required by funding agencies. All services must be rendered in a timely, confidential, and professional manner in alignment with applicable laws and institutional goals.
4. Basic Qualifications: The applicant firm must be a Chartered Accountant firm registered with the Institute of Chartered Accountants of India (ICAI) and should be in active practice for a minimum period of three years as of the date of application. The firm should have a valid PAN and GST registration, and must be compliant with all statutory and regulatory obligations. At least one full-time partner should be a Fellow Chartered Accountant (FCA), with demonstrated experience in handling audits, taxation, and financial reporting. The firm should have a qualified team with experience in working with government bodies, academic institutions, Section 8 companies, or startup incubation centers. Adequate infrastructure for timely communication, reporting, and document handling is essential. Firms must not have been blacklisted or debarred by any central/state authority or statutory body and should submit a self-declaration to this effect. Preference will be given to firms with a local presence in Rajasthan for ease of coordination and timely service delivery.
5. Experience: The firm should have demonstrated experience in providing accounting, auditing, and compliance services for government-funded institutions, Section 8 companies, and incubation centers. A minimum of three years' experience in handling audits for such entities, particularly in the areas of financial reporting, statutory compliance, GST and TDS filings, and income tax return submissions, is required. The firm should have experience in preparing and filing Utilization Certificates (UCs) and supporting documents for government or CSR funding. Furthermore, experience in providing financial advisory services,

including budget preparation, cost optimization, and financial analysis for startups or entrepreneurial support organizations, will be considered an added advantage. Preference will be given to firms that have handled audits for organizations in the agribusiness or education sectors, as their expertise aligns with the operational needs of incubation center i.e. the Innovation and Entrepreneurship Federation of CCS NIAM.

6. Scope of Work: The selected Chartered Accountant firm will be responsible for providing a full range of financial services to the Innovation and Entrepreneurship Federation of CCS NIAM (Section 8 Company), ensuring compliance with applicable laws and regulations. The scope includes managing financial records, audits, and reporting, as well as assisting with statutory requirements for government funding and startup incubation activities. The firm will also provide advisory services on financial planning, budgeting, and resource management, contributing to the growth and sustainability of the organization. Key Responsibilities include:

6.1 Maintenance of books of accounts according to applicable standards.

6.2 Preparation and filing of annual financial statements.

6.3 Conducting statutory audits and internal audits.

6.4 Filing of GST, TDS, and Income Tax returns.

6.5 Preparing and submitting utilization certificates (UCs).

6.6 Advising on tax planning and financial strategies.

6.7 Assisting with compliance to statutory requirements for incubation center & Section 8 Company.

6.8 Monthly and quarterly financial reporting and review.

6.9 Preparing financial reports for funding agencies and stakeholders.

6.10 Providing consultancy for government, CSR and other funding processes.

6.11 To check, examine and authenticate the Utilization Certificates (UCs), CA-certified expenditure statements, fund utilization reports, invoices and other related/relevant documents submitted by incubated startups under various schemes (e.g., SABIP, AOP, & SOP), ensuring compliance with the funding guidelines of the Ministry of Agriculture & Farmers Welfare and adherence to applicable financial norms (GFR, PFMS, etc.).

7. Prequalification Criteria: To be considered for the quotation, the applicant firm must meet certain qualifications to ensure the firm's capability in handling the financial and compliance needs of the Innovation and Entrepreneurship Federation of CCS NIAM. The criteria are designed to select a competent, reliable, and experienced Chartered Accountant firm that can deliver quality services while adhering to the statutory and regulatory requirements of the organization. Only those firms meeting the following qualifications will be considered for further evaluation: Eligibility Criteria includes:

7.1 The firm must be a registered member of ICAI and have



at least 3 years of active practice.

7.2 The firm should have experience in providing accounting, auditing, and compliance services to Section 8 companies or government-funded institutions.

7.3 The firm must have a minimum of one full-time partner who is a Fellow Chartered Accountant (FCA).

7.4 A qualified team with expertise in GST, TDS, Income Tax, and other statutory requirements.

7.5 The firm must have the necessary infrastructure to manage communication and document handling.

7.6 The firm must not be blacklisted or barred by any regulatory authority.

7.7 Proven experience in handling audits of agri-business or incubation centers will be preferred.

7.8 The firm should have local experience or a presence in Jaipur, Rajasthan for timely coordination will be preferred.

7.9 Submission of relevant documents such as ICAI registration, PAN, and GST registration.

7.10 The firm must provide a self-declaration stating no conflict of interest.

8. Evaluation Criteria / Final Selection: The selection of the Chartered Accountant firm will be carried out through a comprehensive evaluation process that includes both technical and financial assessments. The primary objective is to select a firm with the requisite experience, qualifications, and professional competence to handle the financial, audit, and compliance needs of the Innovation and Entrepreneurship Federation of CCS NIAM. The final selection will be based on the Quality and Cost-Based Selection (QCBS) method, where both technical and financial scores will be given due weightage.

8.1 Technical Evaluation (70 Marks):

- Experience in handling accounting and audits for government-funded or Section 8 organizations - 20 marks
- Qualification and experience of key personnel, including number of FCAs - 15 marks
- Past assignments in incubation centers/agri-business/educational institutions - 10 marks
- Infrastructure, staffing, and office facilities - 10 marks
- Local presence/office in Rajasthan - 5 marks
- Presentation on approach and methodology (if required) - 10 marks

8.2 Financial Evaluation (30 Marks):

- Lowest quote will be awarded full 30 marks.
- Other bids will be awarded marks proportionately using the formula:  
$$(\text{Lowest Financial Quote} / \text{Bidder's Quote}) \times 30$$

8.3 Final Selection:

- Final score = Technical Score (out of 70) + Financial Score (out of 30)

- The firm with the highest total composite score will be selected.
- In case of a tie, preference will be given to the firm with higher technical score.

9. **Bid/Bid Validity:** The submitted bids must remain valid for a period of 60 days from the last date of submission. During this period, no changes in the bid will be permitted. Bidders are expected to honor the terms quoted in the bid throughout this validity period. Any bid with a validity period of less than 60 days will be summarily rejected. IEF of CCS NIAM reserves the right to seek an extension of the bid validity period from the participating firms if required.

10. **Default of Agency:** In the event of any default or breach of contractual obligations by the selected Chartered Accountant firm, the Innovation and Entrepreneurship Federation (IEF) of CCS NIAM reserves the right to take appropriate action. A default may include failure to deliver services within the agreed timelines, submission of inaccurate or misleading information or reports, non-compliance with statutory requirements, or breach of confidentiality.

Upon identification of such default, IEF of CCS NIAM will issue a written notice to the firm for rectification within a stipulated period. If the firm fails to address the issue satisfactorily within the given timeframe, IEF reserves the right to:

- 10.1 Terminate the contract without any financial liability.
- 10.2 Withhold or recover payments made.
- 10.3 Initiate blacklisting or debarment proceedings.
- 10.4 Seek legal remedy for damages or losses caused.
- 10.5 Repeated defaults may lead to permanent disqualification from future quotations floated by IEF of CCS NIAM

11. **Annulment of Award:** IEF of CCS NIAM reserves the right to annul the award of the contract at any stage without incurring any liability, if it is found that the selected firm has misrepresented facts, submitted false documents, or engaged in corrupt, fraudulent, or unethical practices during the bidding or execution process. The annulment may also occur if the firm fails to sign the contract or commence the assigned work within the stipulated time despite issuance of the Letter of Award (LoA).

In such cases, IEF of CCS NIAM may:

- 11.1 Cancel the award of the quotation with immediate effect.
- 11.2 Forfeit the firm's eligibility for future quotations.
- 11.3 Initiate appropriate legal action or claim damages.
- 11.4 No compensation shall be payable by IEF of CCS NIAM to the firm in the event of such annulment.

12. **Rights of IEF of CCS NIAM:** IEF of CCS NIAM reserves the right to accept or reject any or all bids, wholly or partially, without

assigning any reason whatsoever. It also reserves the right to annul the bidding process at any stage and/or modify the scope of work or bidding requirements. The IEF of CCS NIAM may seek clarifications or request additional documents from the bidders during the evaluation process. Furthermore, IEF of CCS NIAM reserves the right to award the contract to the firm it deems most suitable, regardless of the lowest financial bid, based on quality, experience, and technical expertise. No claims or disputes will be entertained in this regard.

13. Disclaimer: This quotation document is neither an agreement nor an offer to enter into a contract with any party. The information provided is intended solely to assist bidders in preparing their bids. While the information contained is believed to be accurate and reliable, IEF of CCS NIAM does not make any express or implied representation or warranty as to the accuracy, completeness, or fairness of the information provided. Submission of a response to this quotation does not obligate IEF of CCS NIAM to award a contract. The Federation shall not be responsible for any costs incurred by bidders in the preparation or submission of bids.

14. Deliverables: The selected firm will be expected to provide the following deliverables in a timely and professional manner:

14.1 The Chartered Accountant or an authorized representative from the CA firm shall conduct fortnightly physical visits to the IEF of CCS NIAM office to review financial records, oversee ongoing accounting entries, ensure statutory compliance, provide on-site consultation, and assist with timely preparation of financial statements and audit-related documentation as part of the deliverables.

14.2 Monthly maintenance and reconciliation of books of accounts.

14.3 Review and assessment of monthly, quarterly and annual financial statements.

14.4 Timely filing of statutory returns (GST, TDS, Income Tax, etc.).

14.5 Submission of the statutory audit report at the end of the financial year and/or as required by the organization or any regulatory authority from time to time.

14.6 Preparation and submission of Utilization Certificates (UCs) for grants received.

14.7 Financial reports for internal and external stakeholders including funding agencies.

14.8 On-call advisory and clarification services on financial and compliance matters as and when required by IEF of CCS NIAM.

14.9 Final report with observations, recommendations, and compliance checklist.

15. Terms of Payment: Payment shall be made through cheque /electronic payment issued in favor of the firm/agency/company on a quarterly basis upon successful delivery of services and submission of invoices along with required reports and deliverables. No advance payment will be made. Applicable taxes will be deducted at

source as per prevailing government rules. All bills must be submitted in original to IEF of CCS NIAM, Kota Road, Bambala, Sanganer, Jaipur-302033 Rajasthan. In case of delay in payment no interest shall be payable. Payment Milestones Include:

- On completion of quarterly compliance and submission of reports
  - On successful filing of annual audit and tax returns
  - On completion of any special assignments approved by IEF of CCS NIAM
  - Submission of invoice along with work completion certificate.
  - The professional fee quoted by the Chartered Accountant firm shall remain firm and fixed for the entire duration of the contract, with no provision for escalation under any circumstances.
16. Force Majeure: Neither party shall be held liable for any failure or delay in performance of its obligations under this contract due to circumstances beyond reasonable control, including but not limited to natural disasters, war, acts of terrorism, government restrictions, strikes, or pandemics. In such events, the affected party shall promptly notify the other party in writing, outlining the nature of the force majeure event and expected duration. The timeline for performance of obligations shall be extended for the duration of such circumstances, without any penalty or additional cost.
17. Arbitration: In the event of any dispute or difference arising out of or relating to this quotation or subsequent agreement, the matter shall be resolved through mutual discussions. If unresolved, the dispute shall be referred to a sole arbitrator, appointed mutually by both parties, as per the provisions of the Arbitration and Conciliation Act, 1996. The arbitration proceedings shall be conducted in English, and the venue of arbitration shall be Jaipur, Rajasthan. The decision of the arbitrator shall be final and binding on both parties. Each party shall bear its own costs of arbitration unless otherwise directed by the arbitrator.

Director General  
CCS National Institute of Agricultural Marketing,  
Kota Road, Bambala, Jaipur-302033

INNOVATION AND ENTREPRENEURSHIP FEDERATION OF CCS  
NIAM  
Annexure - I

UNDERTAKING

To  
The Director General  
CCS National Institute of Agricultural Marketing  
Kota Road, Bambala  
Jaipur - 302033, Rajasthan

Subject: Submission of Bid for Hiring of Chartered Accountant Services  
for IEF of CCS NIAM

Sir,

Having examined the scope of work, eligibility conditions, terms of reference, and other conditions mentioned in the bid document issued by your office, I/We hereby submit our offer to provide Chartered Accountant services to the Innovation and Entrepreneurship Federation (IEF) of CCS NIAM at the fees quoted by us in the Financial Bid. I/We the undersigned, certify that:

1. I/We have quoted the most reasonable and competitive professional fee in the Financial Bid.
2. I/We enclose herewith a Demand Draft of ₹5,000/- (Rupees Five Thousand Only) drawn in favor of "IEF of CCS NIAM", payable at Jaipur, as Earnest Money Deposit (EMD), which may be refunded without interest after finalization of the contract.
3. I/We understand and accept that the contract may be terminated if our services are found unsatisfactory by IEF of CCS NIAM, and we shall not claim any damages or compensation in such a case.
4. I/We understand that the IEF of CCS NIAM is not bound to accept the lowest or any bid and reserves the right to reject any or all bids without assigning any reason.
5. I/We hereby confirm that our firm is not blacklisted by any government department, organization, or agency in India or abroad.
6. I/We agree to keep our bid valid for a period of 60 days from the date of opening of the Technical Bid.
7. I/We are submitting herewith all required annexures and bid documents duly signed and sealed.

Date:

Place:

(Signature of the Authorized Signatory with Seal)

Name of the CA Firm:

Address:

Contact Number:

Email ID:

INNOVATION AND ENTREPRENEURSHIP FEDERATION OF CCS  
NIAM

Annexure - II  
Technical Bid

Annexure - II: Technical Bid for Chartered Accountant Firm

S. No.	Particulars	Self-attested Documents
1	Earnest Money Deposit (EMD): Rs. 5,000/- in the form of DD in favor of 'IEF of CCS NIAM' payable at Jaipur. MSEs with valid MSME registration are exempted.	Bank Name: Branch: Account No.: IFSC Code: EMD Payment Proof:
2	Registration certificate of CA Firm/LLP/Proprietorship under ICAI with office in India.	Yes / No
3	Average annual turnover certificate for the last three financial years (FY 2021-22, 2022-23 & 2023-24).	Yes / No
4	Details of 3 years' professional experience in accounting, auditing, and tax advisory for Govt/PSU/incubator bodies.	Yes / No
5	Details of at least 2-3 qualified CAs on firm's payroll.	Yes / No
6	Undertaking signed by authorized signatory that the firm is not blacklisted.	Yes / No
7	Copy of PAN Card and GST registration certificate.	Yes / No
8	Registration with ESI & EPF (if applicable) or notarized undertaking for exemption.	Yes / No
9	MSME registration certificate (if any).	Yes / No
10	Copy of Income Tax Return of the firm for last three financial years (2021-22 to 2023-24).	Yes / No
11	Proof of financial project handling of at least Rs. 1.5 lakhs cumulative over the last 3 years.	Yes / No
12	Proof of office located in Jaipur.	Yes / No

Evaluation Criteria

- The IEF of CCS NIAM committee shall invite technically qualified bidders for a presentation within 2-3 days' notice.
- Firms whose presentations are not found satisfactory will not be considered for financial bid evaluation.
- Final selection will be based on:
  - Brief Profile of the CA firm.

- Detailed approach and methodology for managing compliance and financial reporting.
  - Qualification and experience of professionals deployed.
  - List of clients and nature of services provided.
- The committee's decision shall be final and binding.

### CERTIFICATE (Annexure-II)

This is to certify that:

1. The information provided in the Technical Bid and supporting documents is true and correct to the best of my knowledge and belief. I understand that any misrepresentation or falsification of information will render the bid liable for rejection, and may lead to immediate termination of the contract, along with forfeiture of the Earnest Money Deposit.
2. Our firm expresses its interest to undertake the assignment as per the scope of work and terms and conditions outlined in the EOI document.
3. I am duly authorized to sign this Certificate and submit the bid on behalf of the Firm/Agency/Company.

Date:

Place:

*(Seal of the Firm)*

(Authorized Signatory)

Name:

Designation:

Firm Name:

Address:

Contact Number:

Email ID:

INNOVATION AND ENTREPRENEURSHIP FEDERATION OF CCS  
NIAM

Annexure - III:

Financial Bid

The financial proposal should quote the total professional fee and associated expenses (monthly retainer or assignment-based, as applicable) in Indian Rupees. Applicable taxes should be shown separately.

Sl. No.	Description of Work	Total Amount (INR)*
1	Monthly professional fee for financial management, audit, taxation, and compliance services	
2	Applicable taxes (GST, etc.)	
	Grand Total	

Rupees (in words): .....

Note: In case of a mismatch in figures and words, the lower amount shall be considered final. No representation shall be entertained in this regard. The decision of the IEF of CCS NIAM shall be final and binding.

Only those price bids will be opened which fulfill all eligibility criteria and are found technically qualified. The quoted prices must be competitive and genuine. The Lowest bidder (L-1) shall be considered for award of work, subject to the final decision of IEF of CCS NIAM. IEF reserves the right to reject any or all bids without assigning any reason.

Date:

Place:

(Signature of Bidder with Name and Designation with Seal)

Firm Name:

Address:

Contact Number:

Email ID: