

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	31-07-2025 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	31-07-2025 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Agriculture And Farmers Welfare
विभाग का नाम/Department Name	Department Of Agricultural Research And Education (dare)
संगठन का नाम/Organisation Name	Indian Council Of Agricultural Research (icar)
कार्यालय का नाम/Office Name	Directorate Of Floricultural Research, Pune
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Offsite; Chartered Accountant
अनुबंध अवधि /Contract Period	1 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
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),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	1

**बिड विवरण/Bid Details**

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
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

**ईएमडी विवरण/EMD Detail**

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

आवश्यकता/Required	No
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**विभाजन/Splitting**

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

**एमआईआई अनुपालन/MII Compliance**

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

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

technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.

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

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

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

5. 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.

6. 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.

7. 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

**Scope of Work:**[1753095409.pdf](#)

#### Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
23-07-2025 11:00:00	ICAR- Directorate of Floricultural Research, behind G mall, near Zed corner, Manjari-Mundhawa road, Mundhawa, Hadapsar, Pune 411036 Google map link is given <a href="https://maps.app.goo.gl/5i6pvRMKo8UB81VS9">https://maps.app.goo.gl/5i6pvRMKo8UB81VS9</a>

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

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Offsite

विवरण/ Specification	मूल्य/ Values
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Chartered Accountant registered with ICAI
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	0 - 3 Years
एडऑन /Addon(s)	

#### 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	Prashant Ramesh Khamkar	411036, ICAR-Directorate of Floricultural Research (ICAR-DFR), Near Z Corner, Manjri Road, Mundhwa, Pune, Maharashtra-411036	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. Generic

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

##### 3. Generic

- The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
- The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
- 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.

##### 4. Service & Support

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

## 5. **Service & Support**

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

## 6. **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.

## 7. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Director, ICAR-DFR  
payable at  
Pune

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

## 8. **Forms of EMD and PBG**

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

ICAR-DFR

The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

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

Buyer Added text based ATC clauses

1. Qualifications of bidders at technical evaluation stage will be made strictly on the basis of quoted product matching the specifications of the product/services as uploaded in scope of work as well as in buyer added bid specific ATC.
2. Bidder should submit a certificate certifying that they have not been debarred or blacklisted by any Govt. Organization.
3. Bidder should prepare the financial document in such a way that Price of each quoted item should be **inclusive of GST**.
4. Bidders claiming exemption/relaxation from EMD must submit/furnish documents in favour of such claim. Bids of Firms not submitting EMD on or before the closing date of bid will be summarily rejected and disqualified at Technical evaluation level. Only MSME firms which are manufacturer of the article for which the bid is published are exempted from EMD.
5. For any bid related enquiries get in touch at PH (Office) 020-29997182, Mo b: 8208509069 prashant.khamkar@icar.org.in and hoa.dfr@icar.org.in only on working days (i.e from Monday to Friday excluding Govt. Holidays between 11:00 AM to 5:00 PM)

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

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

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---**



## **TENDER DOCUMENT**

### **INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING TENDER FOR HIRING OF SERVICES OF CHARTED ACCOUNTANT AT ICAR- DFR, PUNE**

Contact Details:

**Administrative Officer,**

ICAR – Directorate Floricultural Research,

Near Zed Corner, Mundhwa Manjri Road,

Mundhwa, Pune – 411036

Tel...020-29997185

Website...<https://dfr.icar.gov.in>





भा. कृ. अनु. प. -पुष्पविज्ञान अनुसंधाननिदेशालय  
निकट ज़ेड कॉर्नर, मुंधवा मांजरी रोड, मुंधवा, पुणे - 411036  
I.C.A.R. - Directorate of Floricultural Research  
Zed Corner, Manjri Road, Mundhwa, Pune - 411036  
Ph 020-29997182 Email: [hoa.dfr@icar.org.in](mailto:hoa.dfr@icar.org.in)



### **GeM TENDER NOTICE**

#### **NOT TRANSFERABLE**

Online bids are hereby invited on behalf of the Secretary, Indian Council of Agricultural Research for hiring of services of Chartered Accountant at ICAR-Directorate of Floricultural Research, Pune. The terms and conditions of the contract will be governed by the General terms and conditions along with all the annexures and schedules conditions of the tender.

The open tender enquiry document contains the following: -

#### **CRITICAL DATASHEET**

Tender Number	As per GeM Portal
Description of Work	Tender for hiring of services of chartered accountant at ICAR-Directorate of Floricultural Research, Pune
Type of tender	Two Packet Bid System (Technical & Financial)
Bid submission start Date and Time	As per GeM Portal
Bid submission end Date and Time	As per GeM Portal
Date and Time of opening of tenders	As per GeM Portal
Date and Time of Opening of tenders	To be notified later only to those firms who qualify in the technical bid process.
Opening Of Bids	ICAR – Directorate Floricultural Research, Near Zed Corner, Mundhwa Manjri Road, Mundhwa, Pune – 411036
Bid Validity	90 days from the date of Technical Bid opening
Earnest Money Deposit (EMD)	Rs. 2000/- and if exempted Bid Security Declaration Format to be submitted on bidder's letterhead

-Sd-

ADMINISTRATIVE OFFICER

ICAR – Directorate Floricultural Research  
Near Z Corner, Keshavnagar, Manjri Road,  
Mundhwa,, Pune – 411 036  
Tel...020-29997182, [hoa.dfr@icar.org.in](mailto:hoa.dfr@icar.org.in)  
Website. <https://icardfr.in/>

## 1. Definitions

In this contract, the following terms shall be interpreted as indicated:

1.1 “**Government**” means the Government of India.

1.2 “**Council/ICAR**” means Indian Council of Agricultural Research

1.3 “**ICAR-DFR/ the Institute**” means Indian Council of Agricultural Research-Directorate of Floricultural Research, Pune-411036.

1.4 “**Director**” means the Director of ICAR-DFR unless and until specified otherwise.

1.5 “**Firm/Agency/Service Provider/Bidder**” means the individual, a firm/agency, who intends to provide manpower on contract basis to ICAR-DFR.

1.6 “**Contract**” means a legal agreement entered into between ICAR-DFR and Service Provider as recorded in the agreement signed by the parties, including all attachments thereto and all documents incorporated by reference therein.

1.7 “**Contract Price/Contract Value**” means the price payable to the Service Provider under a contract for the full and proper performance of its contractual obligations.

1.8 “**Service**” means all the manpower which the Service Provider is required to provide to the ICAR-DFR, according to scope of work, described as per Annexure-VI.

1.9 “**MSME/Start-Ups**” means firm having valid certificate indicating if firm is registered as Micro/Small/Medium enterprise or as Start-Up as defined by the government

## 2. Instructions to bidders

**2.1. How to apply:** Before starting to apply go through the tender document, ensure you have all the required documents. Avoid repetition and submission of unnecessary documents while uploading the documents. The registered and experienced services providers for providing office manpower may apply against the bid floated for the same on GeM Portal. The firms must furnish full, precise and accurate details in respect of information asked for in the technical bid form of bid.

2.2 The annexures and schedules of the tender form should be returned intact and the pages should not be detached or the format should not be altered. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tender. In such cases reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of separate letter along with the tenders. **Financial bid has to be submitted online only and should NOT be submitted to ICAR-DFR in printed form.**

2.3 The terms of the contract will follow the **General Conditions of Contract** and the **special terms** mentioned in the tender documents and schedules. The entire tender document, including all annexures (except the Financial Bid in Annexure V), will be part of the **Technical Bid**. Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the institute within 5 days of Bid End date / Bid Opening date.

**Address of the Institute:** ICAR-Directorate of Floricultural Research Institute, behind G Mall, near Zed corner, Manjari-Mundhva road, Mundhva, Pune-411036.

### 2.4 Signing of Technical bid:

2.4.1 **Each page of the bid shall be signed by the bidder/firm/agency or a person duly authorized to bid the firm/bidder to the contract with stamp of the firm/agency. Firms providing repeated or unnecessary documents may be ignored/rejected at the discretion of the institute.**

2.4.2 The tenders are liable to be ignored/rejected, if complete information as required is not given therein or if the particular information asked for in the schedules/annexure of the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the

capacity of (a) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (b) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (c) constituted attorney of the firm if it is a company. Specific attention must be paid to the Conditions of the contract as the firms entered into would be governed by them.

2.4.3 In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the ICAR-DFR shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules/annexure to the tenders and annexure, if any, should be signed by the firm/agency.

### **3. Preparation of tender**

**3.1 Before submitting the tender go through the checklist of essential documents to be attached as per Annexure-I. Arrange the documents serially with page number, indicate the same in checklist. Attach checklist as the first page, scan all the documents and preferably attach the single file while uploading on GeM portal. Kindly avoid the repetition or/and submission of unnecessary documents.**

**3.2 All the interested bidders have to attend the pre-bid meeting scheduled on 23.07.2025 at 11:00 am in the institute.**

**Address for the same is ICAR-DFR, behind G mall, near Zed corner, Manjari-Mundhwa road, Mundhawa, Pune – 411 036.**

**Google map link is given <https://maps.app.goo.gl/5i6pvRMKo8UB81VS9>**

### **3.2 Essential documents to be submitted: -**

The following documents/vouchers are required to be enclosed along with tender form which are essential to qualify in the technical bid: -

- a Signed copy of entire tender document containing duly filled, signed and stamped annexures and schedules (as per requirement) **except financial bid**
- b Certificate of registration like Certificate of Incorporation, Udyam certificate, GST certificate issued by government authority
- c The Chartered Accountant / firm should be registered with the Institute of Chartered Accountants of India (ICAI) (Provide Copy)
- d A copy of PAN Card
- e Copy of GST Registration, if exempted from GST, an undertaking on firm's letterhead to such effect with supporting document should be submitted
- f Self-attested declaration on company's letterhead that the firm has not been blacklisted/debarred by any Government Department, Public Sector Undertaking, or the Central Vigilance Commission during the last three years.
- g An undertaking for non-disclosure of information/data as per Annexure III
- h Documents indicating Experience with Govt./semi govt. / Autonomous Govt Body of work of similar nature (exemption for MSE/Start-ups with valid certificate as per rules of government)
- i EMD of Rs. 2000.00 (Rupees Two Thousands Only) in the form of Demand Draft in favour of **Director,DFR**, payable at Pune. (Exemption to MSME/Start-ups as per government rules). If firm is exempted from EMD as per rules of the government, it must submit valid documents to claim exemption and submit Bid Security Declaration as per Annexure-II.

j **Documents indicating that the firm has a registered office in Pune. The firm must have a registered office in Pune to qualify technically in the bid.**

k Pre-bid meeting certificate, which shall be issued by ICAR-DFR

3.3 In the event of space on the schedule form being insufficient for the required purpose, additional pages may be added. But each such additional page must be numbered consecutively, bear the Tender number and signed by authorized signatory. In such case, reference to the additional pages must be made in the tender form.

3.4 No addition and alteration shall be made in the tender form. In case of any over writing in the tender form, these should be neatly initiated with date before signing and submitting tender.

3.5 Only those firms will be considered for financial bid who will qualify in the technical bid.

3.6 The technical bid should consist of all required documents mentioned in 3.2. The Financial bid should consist of as per Format of Bid Rate/Price Schedule (Annexure V). The scanned copies of bids should be uploaded by the bidder in same/different covers as per GeM Portal format.

3.7 The bidder/tenderer shall have to quote the rates in prescribed format on the GeM Portal only. **Financial bid has to be submitted online only and should NOT to be submitted to ICAR-DFR in printed form.**

3.8 The rates (**including GST** and all other applicable taxes) should be quoted for all activities keeping in mind the quantum of work/activities to be done during the period as per **Financial bid format (Annexure V)**. Any hidden charges, if found later at any stage, in any form will not be accepted and would liable to cancellation of bid/contract.

3.9 No request for alteration in the rates once quoted will be entertained within the period of contract in any case.

3.11 The Price bid quoted in financial bid must include price of all items of goods/liabilities on part of bidders for all jobs.

## **General terms and Conditions**

1. The firm is being permitted to participate in this e-tender in consideration of the stipulations on its part that after submitting tender, it will not withdraw from offer or modify the terms and conditions thereof. If the firm fails to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited. Further the firm shall be debarred/blacklisted for the period of not less than two years. In the event of the offer made by the firm not being accepted, the amount of earnest money deposited by the firm will be refunded to him after he has applied for the same, in the manner prescribed by ICAR-DFR, Pune.
2. Director, ICAR-DFR reserves the right to cancel the bid at any stage without any justification and/or communication to the bidders.
3. The Tender is not transferable.
4. In case of award of contract, tenderer shall not award sub-contract.
5. The contract is subject to the condition that the tender will comply with all the Laws and Acts of Central Govt./ State Govt. relating to this contract made applicable from time to time and keep themselves up to date with all the concerned laws, rules and regulations.

### **6. Duration of contract:**

6.1 The contract will be initially for a period of 1 year and extendable by further one or more years on the same rate, terms and conditions subject to satisfactory performance of the vender and his/her willingness to continue.

**6.2 Director, ICAR – Directorate of Floricultural Research, Pune reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the institute, for any justifiable reasons, not mandatory to be communicated to the tender.**

6.3 In case of unsatisfactory performance, show cause notice shall be issued. The firm will be given 15 days from the receipt of the notice to submit response to the notice. Based on the response and remedial action taken by the firm, the Director reserves the right to terminate the contract without obligation to convey the reason for the same.

6.4 Should the firm wish to terminate the contract, it must provide a minimum of three months' prior written notice.

7. The firm should have at least **03 years (Three years)** experience of providing similar taxation service to Central Govt. Departments/State Govt./Autonomous Bodies. (Please attach proof). Exemption as per GeM for MSEs/MSMEs firms will apply. A certificate in this regard may be attached.

### **8. Earnest Money Deposit (EMD)/ Bid Security –**

8.1 The bidder shall submit an Earnest Money Deposit (EMD) of ₹ 2,000.00 (Rupees Two Thousand only). In case the bidder is exempted from submitting the EMD, a valid exemption certificate must be furnished along with a **“Bid Security Declaration”** as per Annexure-II, duly printed on the bidder's official letterhead.

8.2 If applicable, the EMD must be submitted in favour of the Director, ICAR-DFR, to the Administrative Officer, ICAR-DFR, Pune, during working hours (9:30 A.M. to 5:00 P.M. on all working days, excluding Saturdays, Sundays, and Gazetted holidays) within five (5) days from the Bid End Date or Bid Opening Date. The EMD must be accompanied by a forwarding letter on the firm's letterhead. The envelope containing the EMD must clearly mention the GeM Bid Number, subject of the bid, and details of the financial instrument (DD/FD number and date). A scanned copy of the EMD must also be uploaded at the technical stage of the bid.

8.3 Bids not complying with the requirements mentioned in 8.1 and 8.2 will not be accepted.

8.4 The EMD of successful bidders will be refunded only after award of contract and receipt of acceptance letter & requisite security deposit, while EMD of unsuccessful bidders will be released within 30 days after the award of the contract.

8.5 No interest will be payable on the EMD. No request for transfer of any previous deposited Earnest Money will be entertained.

8.6 It is understood that the tender document issued to the bidder is being permitted to submit tender in consideration of the stipulation on his part that after submitting his tender he will not withdraw from his offer or modify the terms & conditions thereof or withdraw before 90 days from the date of opening of tender or after acceptance. If the tenderer fails to observe and comply with the foregoing stipulation, the aforesaid EMD will be forfeited.

8.7 If the contractor does not accept the offer, after issuance of contract award letter within 7 days, the offer shall be withdrawn and Earnest Money forfeited.

8.8 If Micro, Small and Medium Enterprises are registered for such work from any of the following then there is no need for deposit of EMD. However, in that case valid registration certificate from any of the following is required to be uploaded.

- i) District Industries Centres,
- ii) Khadi and Village Industries Commission,
- iii) Khadi and Village Industries Board,
- iv) Coir Board,
- v) National Small Industries Corporation,
- vi) Directorate of Handicraft and Handloom; and
- vii) Any other body specified by the Ministry of MSME

8.9 Similarly, if the firm has valid and latest Udyam Registration Certificate having clearly indicated monetary limits as per norms, then also the firm is exempted from EMD provided that the same is uploaded with tender document. Also, it should be clearly mentioned in the document that it is valid for providing required services.

**9. Validity of the Bids:** The tender submitted by the firm / agency shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 90 days from the date of opening shall be by mutual consent. No firm will be allowed to withdraw/alter/modify after submission of tenders within the bid validity period.

#### **10. Award of Contract:**

10.1 The bidder quoting lowest rates will be selected as L1. **In case of multiple L1, the contract will be awarded through auto run L1 in GeM Portal.** The Successful L1 Bidder will be given the work order within 15 days from the finalization of the Tender. The bidder will then enter into an agreement with the Institute. Acceptance by the Institute will be communicated by e mail/Speed Post or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the e-mail/Express letter etc. should be acted upon immediately.

10.2 Successful bidder shall have to enter into a detailed contract agreement with ICAR-DFR on stamp paper of Rs. 500 (Rs. Five hundred only), cost of the agreement shall be borne by the firm and will not be reimbursed in any form. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.

10.3 The contractor will discharge all his legal obligations and shall also comply with all the rules and regulations and provision of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified ICAR- DFR from any claims, loss or damages that may be caused to it on account of any failure on part of service providers to comply with the obligations under various laws. The indemnity clause shall be included in the agreement which is to be signed by the institute and the firm. Format of the indemnity clause is included in Annexure VII.

10.4 If firm/agency does not accept the offer, after issuance of contract award letter within 10 days the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited. Further, firm will be debarred (suspended) for participating in the bidding/tendering process carried out by institute for a period of not less than two years.

11. The tendering agency shall be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the INSTITUTE to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

12. Visit of the consultant/authorized staff once or more in a month to guide on Income tax related matters is required on need basis. No TA/DA etc. shall be paid for this.

### **13. Resolution of disputes:**

13.1 Decision of Director, ICAR – Directorate of Floricultural Research, Pune shall be final for any aspect of the contract and binding to all parties.

13.2 If any dispute or difference of any kind shall arise between institute and the service provider/firm in connection with or arising out of the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

13.3 If the parties fail to resolve their dispute or difference by such mutual consultation, then either the Institute or firm/service provider may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

13.4 All question disputes or differences under in connection with the contract, if concluded shall be subject to the exclusive jurisdiction of the court within the local limits of whose jurisdiction the place from which the acceptance of contract is issued, is situated.

13.5 The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.

### **14. Force Majeure:**

14.1 In the event of either party being rendered unable by „Force Majeure” to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such „Force Majeure” will stand suspended as provided herein. The work „Force Majeure” as employed herein shall mean acts of God, war, revolt, agitation, strikes, riot, fire, flood, sabotage, civil commotion, road barricade (but not due to interference of employment problem of the Contractor) and any other cause, whether of kind herein enumerated or otherwise which are not within the control of the party to the contract and which renders performance of the contract by the said party impossible.

14.2 Upon occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing within Seventy Two (72 hours) of the alleged beginning and ending thereof, giving full particulars and satisfactory evidence in support of its claim.

14.3 Should „Force Majeure” condition as stated above occurs and should the same be notified within seventy two (72) hours after its occurrence the „Force Majeure” rate shall apply for a maximum cumulative period of fifteen days. Either party will have the right to terminate the Contract if such „Force majeure” condition continues beyond fifteen (15) days with prior written notice. Should either party decide not to terminate the Contract even under such condition, no payment would apply after expiry of fifteen (15) days force majeure period unless otherwise agreed to.

### **15. Mode of payment:**

15.1 Payment for services contract will be made monthly upon submission of pre- receipted bill.

15.2 GST tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and ICAR-DFR will not entertain any claim whatsoever in this respect. However, the service taxes or any other tax, which is as per the rules of the Govt., shall be deducted at source from monthly bills of the successful tender, as per rules/instructions made applicable from time to time by government.

15.3 Under no condition, ICAR-DFR shall be made liable for additional monetary involvement besides that what has been mutually agreed upon.

**16. Termination clause:** It is expressly agreed/ understood that this office at its discretion will terminate the agreement in case of following contingencies:

16.1 If the agency fails to execute the work entrusted to the satisfaction for which this office shall be the sole judge.

16.2 If the agency is not able to perform their part under this agreement for continuous period of ten days or more.

16.3 If the agency commits breach of any of the clauses of the agreement.

16.5 In case, it is found that the successful bidder is not complying with the statutory provision applicable time to time. the contract shall be terminated and security deposit shall be forfeited and the Contractor/Firm will be blacklisted.

### **17. Liquidated damages**

17.1 If the quarterly/monthly TDS, GST-TDS reports provided by this Institute to the firm are not filed by the firm on time, then the penalty imposed on it by the Income Tax Department can be recovered from its bill.

17.2 The competent authority shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding paragraph.

17.3 No payment shall be made to contractor/firm if service provided by him/her is unsatisfactory.

The agency will be fully responsible for timely filling of the returns and any expenditure arising due to late filling by the firm, ICAR-DFR, Pune shall not be responsible in such lapses and penalty if any shall be borne by the firm.

17.4 Quantum of penalty shall be decided by Director, ICAR-DFR, Pune.



**TECHNICAL BID CHECKLIST****For bid to hire services of Chartered Accountant (CA) at ICAR-DFR, Pune**

1. Name of the Firm: \_\_\_\_\_
2. Name of person whom to be contacted: \_\_\_\_\_
3. Full Address:
  - a. Permanent: \_\_\_\_\_
  - b. Present: \_\_\_\_\_
4. e-mail: \_\_\_\_\_
5. Mobile No. \_\_\_\_\_ Land Line No. \_\_\_\_\_ Code No. \_\_\_\_\_

**The bidders must submit the below mentioned documents to qualify in the technical bid. Bid will be rejected on non-submission of any of the necessary documents as listed below.**

<b>Sr. No.</b>	<b>Documents to be submitted (brief description)</b>	<b>Compliance</b>	<b>Page Number</b>
1	Signed copy of entire tender document containing duly filled, signed and stamped annexures and schedules (as per requirement) <b>except financial bid</b>		
2	Certificate of registration like Certificate of Incorporation, Udyam certificate, GST certificate issued by government authority		
3	The Chartered Accountant / firm should be registered with the Institute of Chartered Accountants of India (ICAI) (Provide Copy)		
4	A copy of PAN Card		
5	Copy of GST Registration, if exempted from GST, an undertaking on firm's letterhead to such effect with supporting document should be submitted		
6	Self-attested declaration on company's letterhead that the firm has not been blacklisted/debarred by any Government Department, Public Sector Undertaking, or the Central Vigilance Commission during the last three years.		
7	An undertaking for non-disclosure of information/data as per <b>Annexure III</b>		
8	Documents indicating Experience with Govt./semi govt. / Autonomous Govt Body of work of similar nature (exemption for MSE/Start-ups with valid certificate as per rules of government)		
9	EMD of Rs. 2000.00 (Rupees Two Thousand Only) in the form of Demand Draft in favour of <b>Director, DFR</b> , payable at Pune. (Exemption to MSME/Start-ups as per government rules). If firm is exempted from EMD as per rules of the government, it must submit valid documents to claim exemption and submit Bid Security Declaration as per Annexure-II.		
10	<b>Documents indicating that the firm has a registered office in Pune. The firm must have a registered office in Pune to qualify technically in the bid.</b>		
11	Pre-bid meeting certificate, which shall be issued by ICAR-DFR		

I/We agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form. I/We have carefully read the terms and conditions

of the Tender and are agreed to abide by these in letter and spirit. I/ we hereby undertake that we shall make good the loss / damage to DFR property, if caused due to negligence on our part. I/we also agree that the decision of the Director, DFR in this regard as well as the matter of dispute arising due to the provision of this contract shall be final and binding on me / us. I/we undertake not to make any representation against the decision of the Director, DFR.

Note: Photocopies of all necessary documents duly self-attested must be attached for verification of the information provided.

Place:  
Date:

Name & Signature of the contractor  
with seal and address

**Bid Security Declaration Format**

(On Bidders Letterhead)

Date:

Tender No: \_\_\_\_\_

To

Director,

ICAR-Directorate of Floricultural Research,

Near Zed Corner, Mundhwa Manjri Road,

Mundhwa, Pune – 411036

I/We undersigned declare that:

- 1) I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.
- 2) I/We accept that I/We may be disqualified / debarred from bidding against ICAR- Directorate of Floricultural Research's tenders for a period of not less than **one year** from the date of notification if I/We are in a breach of any obligation under the bid conditions, because I/We
  - a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our bid during the period of bid validity specified in the form of Bid; or
  - b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security within the timeline, in accordance with the instructions to Bidders & as per tender terms & conditions.
- 3) I/We understand this Bid Security Declaration shall cease to be valid on the Thirty First day from following,
  - a) If I am/we are not the successful Bidder, the receipt of your notification of the name of the successful Bidder; or
  - b) the expiration of the validity of my/our Bid or any extension thereof.

Signed:

In the capacity of

Name:

Duly authorised to sign the bid for an on behalf of

Dated on \_\_\_\_\_ day of \_\_\_\_\_

Corporate Seal (where appropriate)

(Note: in case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the Bid)

**Undertaking for Non-Disclosure of Confidential Information/Data**

(On Bidders Letterhead)

Date: \_\_\_\_\_

To  
The Director,  
ICAR - Directorate of Floricultural Research (DFR),  
Pune – 411036

Respected Sir,

With reference to the participation of our firm in [insert GeM bid no.], we hereby give the following  
**Undertaking for Non-Disclosure of Confidential Information:**

We, M/s \_\_\_\_\_, having its registered office at \_\_\_\_\_,  
through our authorized signatory, do hereby undertake and agree as under:

1. We understand that during the course of our engagement with ICAR-Directorate of Floricultural Research (ICAR-DFR), Pune, we may have access to or be exposed to various confidential or proprietary information, data, reports, research findings, technical details, financial figures, and other sensitive materials (hereinafter referred to as “Confidential Information”).
2. We hereby undertake that we shall maintain strict confidentiality of all such Confidential Information disclosed, shared, or made available to us, whether in oral, written, electronic, or any other form, by ICAR-DFR, Pune, or accessed by us during our engagement.
3. We further undertake that:
  - The Confidential Information shall not be disclosed, transferred, or disseminated, directly or indirectly, to any third party, individual, or organization without the prior written consent of the Director, ICAR-DFR, Pune.
  - The Confidential Information shall not be used for any purpose other than for the purpose for which it has been officially provided.
  - Adequate measures shall be taken by us to prevent any unauthorized access, copying, misuse, or leakage of such information.
  - Upon the completion or termination of the assignment, all materials containing Confidential Information in our possession shall be returned to ICAR-DFR, Pune, or destroyed as instructed.
4. This undertaking shall remain binding upon us and our employees, agents, and subcontractors, both during and after the term of our engagement with ICAR-DFR, Pune.
5. We accept that any breach of this undertaking shall make us liable for appropriate legal action by ICAR-DFR, Pune, including termination of contract, blacklisting, and/or any other action under applicable laws.

We confirm that this undertaking is being submitted voluntarily and with full understanding of the legal implications.

Place:

Name & Signature,

Designation,

with seal and address

Date:

[To be submitted on Company Letterhead]

**Declaration Regarding Non-Employment of Relatives in ICAR-DFR**

Date: \_\_\_\_\_

To  
The Director,  
ICAR – Directorate of Floricultural Research,  
Pune – 411036

Respected Sir,

With reference to the participation of our firm in **[Insert GeM Bid Number / Tender Reference]**, we hereby submit the following declaration regarding non-employment of relatives of our firm's key personnel:

We, **[Name of Firm]**, having our registered office at **[Registered Address]**, through our authorized signatory, do hereby declare as under:

1. That **no close relative** of any **Director, Partner, Proprietor, Promoter, or Key Management Personnel** of our firm is employed with **ICAR – Directorate of Floricultural Research (ICAR-DFR), Pune**.
2. For the purposes of this declaration, “**close relative**” includes:  
**Spouse, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law**, or any person related by blood or marriage who may pose a conflict of interest.
3. We understand that if, at any stage, this declaration is found to be false or misleading, ICAR-DFR shall be fully empowered to take any action deemed appropriate, including cancellation of contract, blacklisting, or legal proceedings, without prior notice.

We confirm that this undertaking is being submitted voluntarily and with full understanding of the legal implications.

Place:

Name & Signature,  
Designation,  
with seal and address

Date:

**FINANCIAL BID****(To be uploaded on GeM portal)**

To  
Director,  
ICAR-Directorate of Floricultural Research,  
Near Zed Corner, Mundhwa Manjri Road,  
Mundhwa, Pune – 411036

<b>Sr. No</b>	<b>Description of Item</b>	<b>Quantity A</b>	<b>Rate per quantity B</b>	<b>Total Rates A X B</b>
1	Timely filing of Return 24 Q (Quarterly)	4		
2	Timely filing of Return 26 Q (Quarterly)	4		
3	Timely filing of GST Return and TDS on GST return	17		
4	Timely filing of Professional Tax Return (Monthly)	12		
5	Timely filing of Professional Tax Return (Annual)	1		
6	Calculation of Income Tax of Employees (Per Employee)	35		
7	<b>Taxes</b>			
	<b>Grand Total (The total amount has to be quoted on GeM financial bid)</b>			

Validity of the bid (Minimum 90 days)

**Signature**

**Name of the Signatory:**

**Name & Address of the Firm:**

**Telephone No.**

**Mobile No.**

**SCOPE OF WORK**

<b>A.</b>	<b>TDS COMPLIANCE FILLING OF QUARTERLY RETURN 24Q:</b>
<b>1</b>	<b>TDS RETURNS 24Q: -</b> <ul style="list-style-type: none"> <li>• Timely filing TDS Returns from the Data and challan shared.</li> <li>• Checking Defaults quarterly immediately after the returns filling if any.</li> <li>• Applying for Justifications report in case of any default.</li> <li>• Reporting of the reasons of default to be concerned officials in a proper summary format.</li> <li>• Ascertaining &amp; communicating the required course of action in order to clear the default.</li> <li>• Taking corrective actions required by making online correction or offline corrections by Timely filing revised returns and making all the necessary corrections.</li> <li>• Resolution of the default within 7 days from the receipt of required information from the Institute.</li> <li>• Any other related work in addition to the above mentioned</li> </ul>
<b>2</b>	<b>SUPPORT SERVICES FOR FORM 16:</b> <ul style="list-style-type: none"> <li>• Applying of Form 16.</li> <li>• Merging of Part A and Part B and affixing Digital sign.</li> <li>• All corrections to be done before final distribution of form 16 if any.</li> </ul>
<b>3</b>	<b>INCOME TAX COMPUTATION OF EMPLOYEES INCLUDING PENSIONERS</b> <ul style="list-style-type: none"> <li>• Salary &amp; any other Income Computations</li> <li>• Computation of Qualifying Amount of Deduction Under various sections of the IT CT and the revision in tax deductions as advertised by the Income Tax Department from time to time like 80 C, 80D, 80G etc.</li> <li>• Computation by both old tax and new tax rules</li> </ul>
<b>B</b>	<b>TDS COMPLIANCE FILLING OF QUARTERLY RETURN 26Q:</b>
<b>1</b>	<b>TDS RETURNS 26Q</b> <ul style="list-style-type: none"> <li>• Timely filing TDS Returns from the Data and challans shared.</li> <li>• Checking Defaults quarterly immediately after the returns filed.</li> <li>• Applying for Justifications report in case of any default.</li> <li>• Reporting of the reasons of default to be concerned officials in a summary format.</li> <li>• Ascertaining &amp; communicating the required course of action in order to clear the default.</li> <li>• Taking corrective actions required for instance online correction or offline corrections by Timely filing revised returns. Online Corrections such as Resolution for Overbooked Challan, Add Challan to Statement, Add or Delete Salary Detail, Online Correction Challan Correction, Online Correction Pan Correction, Online Correction Personal information, Online Correction Pay LP LD Late Timely filing, Tag Replace Challan, Add Modify Deductee Detail, Movement of deductee row &amp; Edit Deductee Row in Case of Unmatched challan.</li> <li>• On receiving the information required for corrections getting them done within 8 days.</li> <li>• Any other related work in addition to the above mentioned</li> </ul>
<b>2</b>	<b>Issue of FORM 16:</b> <ul style="list-style-type: none"> <li>• Applying of Form 16A.</li> <li>• Affixing Digital sign on forms.</li> <li>• Making corrections if any</li> <li>• Any other related work in addition to the above mentioned</li> </ul>
<b>3</b>	<b>COMPLIANCE OF SECTION 206AB &amp; 206CCA</b> <ul style="list-style-type: none"> <li>• Checking the status of all deductees before deduction.</li> <li>• Ensuring deductions at a rate as per Section 206AB which provides a tax deduction at source (TDS) at rates higher than those prescribed in the Act while making payments or collections to those who have not filed their income tax return.</li> </ul>

C	<b>PROFESSION TAX Related</b> <ul style="list-style-type: none"> <li>Timely filing of Profession Tax Returns.</li> <li>Assistance in solving Profession Tax Payment errors if any.</li> </ul>
D	<b>GST COMPLIANCE</b>
1	<b>GST Taxpayer's Return</b> <ul style="list-style-type: none"> <li>Timely filing of GST Returns <ul style="list-style-type: none"> <li>GSTR 3B</li> <li>GSTR 1</li> <li>Any other Return applicable.</li> </ul> </li> <li>Reconciliation of GSTR 2B with Books.</li> <li>Working of GST Reversals required under rule 42 &amp; 43.</li> <li>Working of Blocked credits under section 17.</li> <li>Working of GST to be paid on reverse charge basis.</li> <li>Reconciliation of E-Invoice with GSTR 1.</li> <li>Solving of any mismatch questions of Customers.</li> </ul>
2	<b>GST TDS Deductor's Return</b> <ul style="list-style-type: none"> <li>Preparation of GST TDS Challans (Transaction wise)</li> <li>Timely filing of GST TDS Returns</li> <li>Solving of any mismatch questions of Vendors.</li> </ul>
3	Timely filing of Annual Returns (GSTR 9) & Reconciliation Statement (GSTR 9C)
4	Timely filing of correction/rectification/revision in monthly/quarterly/annual returns in case of any incorrect entry or invalid/wrong PANs/GST numbers or any other kind of error in any of Income Tax-TDS, GST-TDS.
E	<b>REPLY TO GST, TDS &amp; PT NOTICES</b> Dealing with matters with the tax department and other tax related Government bodies, helping in reply of notices and other correspondences pertaining to tax related activities.
F	<b>ANY OTHER RETURN COMPLIANCE</b> <ol style="list-style-type: none"> <li>Any other tax/return/compliance etc. related work of ICAR-DFR, Pune.</li> <li>Any other work related to Income Tax which is not explicitly mentioned in the scope of work or may be introduced by the government due to changes in the Taxation laws etc. shall form the part of the scope of work.</li> <li>Any other work related to Income Tax as assigned by ICAR-DFR whether or not it pertains to the period of engagement of the firm/consultant.</li> </ol>

Self-attested copies of all the relevant documents need to be submitted along the bid failing which the bid will be cancelled.

Sd/-

**Administrative Officer,  
ICAR-DFR**



**FORMAT OF INDEMNITY CLAUSE**

(to be included in agreement with successful bidder)

This is to certify that I/we, M/s-----, having our registered office at-----, hereby agree to indemnify and keep indemnified the ICAR – Directorate of Floricultural Research (ICAR-DFR), its officers, employees, and agents from and against any and all claims, demands, damages, losses, liabilities, penalties, costs, or expenses (including reasonable legal fees and disbursements) arising out of or in connection with:

1. Any non-compliance with applicable laws, rules, regulations, or professional standards (including those prescribed by the Institute of Chartered Accountants of India) in the course of providing Chartered Accountant services under the contract;
2. Any errors, omissions, negligence, misrepresentation, or professional misconduct committed by us, our employees, partners, associates, or representatives during the course of or in connection with the discharge of professional duties under this engagement;
3. Any claim made by any third party arising out of or in connection with our services, including but not limited to breach of confidentiality, unauthorized disclosure of data, or violation of any intellectual property rights;
4. Any breach of the terms and conditions of the agreement entered into with ICAR-DFR.

We undertake that this indemnity shall remain valid and binding throughout the tenure of the contract and thereafter, for such period as may be applicable under law.

Signed for and on behalf of M/s \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_