

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	11-09-2025 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	11-09-2025 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Railways
विभाग का नाम/Department Name	Indian Railways
संगठन का नाम/Organisation Name	Central Railway
कार्यालय का नाम/Office Name	Central Railway Stores Deptt
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Offsite; Chartered Accountant
अनुबंध अवधि /Contract Period	1 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
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,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् 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 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	84000
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

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

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

**Service provider must have a dedicated team of required manpower of XX for the project:**Minimum Five to Seven years experience of the filling of IT TDS returns of Indian Railway organization or any other Central Government Department.

**Scope of Work:**[1755861025.pdf](#)

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

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Offsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	CA,ICWA,DISA

विवरण/ Specification	मूल्य/ Values
Qualification of Professional/Resources required	CA,ICWA,DISA
Total Experience of Professionals / Resources (In years)	5 - 7 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	Ranganath Hattibelgal Rao	400001,OFFICE OF PFA, CENTRAL RAILWAY NEW ADMINISTRATIVE BUILDING, 3RD FLOOR D.N. ROAD, CST MUMBAI	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. Service & Support

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

##### 3. Payment

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

##### 4. Past Project Experience

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third

Party Inspection release note, etc.

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

Buyer Added text based ATC clauses

- 1) Minimum Five to Seven years experience of the filling of IT TDS returns of Indian Railway organization or any other Central Government Department.
- 2) Office should be situated and based in Mumbai Metropolitan Region

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#### 6. **Buyer Added Bid Specific Scope Of Work(SOW)**

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

#### 7. **Buyer Added Bid Specific SLA**

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

### अस्वीकरण/**Disclaimer**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.

17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी 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---



**Annexure - A****Award of contract for preparation & filing of Quarterly Returns of Income Tax deducted at source IT-TDS (Form-26Q) (Non-salary Portion) for year 2024-25 & 2025-26 (Qtr-1)****A. Description of work :**

- (1) Filing of TDS original returns for statement 26Q in electronic format pertaining to all the four quarters of the financial year 2024-25 and first quarter of financial year 2025-26, including Consultancy services.
- (2) Correction and filing of revised TDS returns of vendors/parties of previous year/period, as and when such cases are observed/received/referred.

**B. Period of completion:**

1. All returns should be filed within the statutory due dates for each quarter for the financial year 2024-25 & first quarter of financial year 2025-26.
2. Correction and Filing of revised TDS returns for previous year/period to be done within 5 days from the date of submission of data thereof.

**C. Scope of work :**

(1) Preparation and filing of TDS returns statement 26Q to be done, for non-salary portion, on quarterly basis for the financial year 2024-25. Soft copy of data shall be submitted to the service provider on monthly basis. Service provider has to ensure that the number of records and amount of tax deducted matches with the number of records uploaded on NSDL website, during the filing of TDS 26Q statement. Similarly, the amount of tax deducted as per the data furnished should tally with the tax amount uploaded. E-filing of TDS returns statement 26Q is to be done on quarterly basis.

(2) Rejection(s), if any, occurring due to invalid PAN or any other reason(s) should be immediately brought to notice of this office by forwarding File Validating Utility Report and other relevant data/details thereof.

(3) E-Filing of Correction statement for the financial year 2024-25 & first quarter of financial year 2025-26, as needed, also should be done promptly.

(4) Correction and filing of revised TDS returns of vendors/parties of previous year/period, as and when such cases are referred, to be done promptly.

(5) In case, default notice is received from Income tax department, for mistakes committed by service provider or delay in taking action on the part of the service provider, while filing the TDS returns, then the interest and penalty, if any, levied by the department, on such occurrences shall be recovered from the service provider, through their bills or security deposit.

(6) Service provider has to reconcile the TDS deducted data with the books of Accounts of Railway, before uploading and filing of periodic returns. Any doubt regarding TDS data need to be got clarified from Railway, before filing the returns. If need for filing of revised returns arises due to mistake on the part of service provider, the same should be filed

... 2 ...

without any extra cost and charges by service provider. Corrective action in such cases need to be taken by service provider promptly.

(7) Consultancy services on the entire IT TDS activity and related matter need to be provided by the service provider.

(8) Downloading and supply of 'Form-16' for all the parties/vendors against whom IT TDS has been filed for Railway, on quarterly basis, by service provider.

**(D) Conditions for bidder:**

Eligibility of bidders : Chartered Accountants and Cost Accountants

Qualification of bidders : CA, ICWA, DISA (Other)

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

Company registered office : Offsite-Company office should be situated and based in Mumbai Metropolitan Region.

**(E) Other information for bidder**

Bid closing period : 10 days

Bid offer validity : 60 days

**(F) Contract period :**

Contract period shall be from 19.07.2024 to 31.07.2025

**(G) Estimated Cost of Work :**

Estimated cost of the work is Rs. 1,39,000/- (including all taxes, NSDL uploading charges and any other incidental expenses)

**(H) Time allowed for technical clarifications during technical evaluation : 2 days**

Evaluation method : Total value wise Evaluation

**(I) Documents to be submitted by bidders :**

1. Documents supporting the acquisition of relevant Qualification(s)
2. Certificate of Practice
3. Experience in filing IT TDS returns for Indian Railways, Central Government departments and any other Public Sector Undertaking, alongwith the Private organizations for the above activity.
4. List of major and minor Clients
5. List of CAs/ Cost Accountants with the firm/bidder
6. Profit and Loss account of the firm/bidder
7. In case any bidder is seeking exemption from experience/turnover criteria, the supporting documents to prove their eligibility for exemption must be uploaded for evaluation by Railway.



- 3 -

The Ceiling of Bidding rates for each item of work in the scope of the work proposed to be covered in the contract is as below:

	Description of work	Rate (Amount in units of Rs)
	Filing of Original TDS returns (26 Q statement) for non-salary portion pertaining to all four quarters of financial year 2024-25 (26Q1, 26Q2, 26Q3 & 26Q4 & first quarter of FY 2025-26 (26Q1) and filing of revised returns thereof, including Consultancy services	
2	Filing of revised TDS returns for period earlier to FY 2024-25 – Rate Per quarter (Upto 10 records) Rate Per quarter (between 11 to 50 records) Rate Per quarter (Above 50 records)	
Total		

Note (1): All rates quoted should be inclusive of all taxes, NSDL uploading charges and any other incidental charges, as applicable under Government provisions.

Note (2): If the rates are quoted on charges for hiring of manpower basis, then these rates quoted should be inclusive of all taxes, NSDL uploading charges and any other incidental charges, as applicable under Government provisions

(K) Billing for service : Bill for each quarter should be submitted in triplicate, alongwith the relevant documents, challans and original receipts.

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

(M) Railways General Conditions of Contract for service will be applicable to this contract.

(N) Performance Bank Gurantee - As per Clause 4.11.1 of the General Conditions of Contract for services 2018, Performance bank Guarantee @ 5% of the value of contract shall have to be deposited by successful bidder.

(O) Levy of Taxes and duties : All applicable taxes, duties and charges will be deducted from the bills.

(P) Levy of Penalty : If the work is not completed within the due target date, penalty will be recovered @ 2% on the invoice value per month, subject to maximum 10% of the total value of contract.

(Q) Termination of contract : If any progress of the work is not satisfactory or the quality of the work is not acceptable, Railway Administration will have right to terminate the contract as per the GCC and Standard specification.

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-4-

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

Consignee details : Shri Ranganath H Rao, AFA (Efficiency), PFA's Office, Central Railway, Mumbai CSMT

Bill Paying Officer: Shri Mrityunjay Kumar, AFA (Catering), PFA's Office, Central Railway, Mumbai CSMT

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