

**CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.**

(An ISO 9001:2015 Certified Company)

(A Govt. of India Undertaking, Ministry of Textiles)

HO - Jawahar Vyapar Bhawan, Janpath, New Delhi · 110001

CIN · U74899DL 1976 GOI008069



**Cottage**

Engagement of GST Consultants for its Head Office at Delhi and branches at Kolkata, Bengaluru, Chennai, Hyderabad, Varanasi and Kevadia (Gujarat) from a Company registered in India engaged in GST consultancy or a Partnership Firm / LLP of Chartered Accountants / Cost Management Accountants.

**MSME Development Act, 2006 benefits including relaxation to Start-ups and Women enterprises applicable**

**E-Tender Documents**

1. BIO DATA SHEET
2. E-TENDER NOTICE
3. TECHNICAL · CUM · FINANCIAL BID FORMAT
4. DEPLOYMENT OF PERSONNELS
5. BENEFITS TO MSME
6. ECS MANDATE FORM

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**BIO DATA SHEET**

1.	NIT RFP NO.	No.CCIC/GMF/GST CONSULTANT/2022-23
2.	Project / Services	Engagement of GST Consultants for its Head Office at Delhi and branches at Kolkata, Bengaluru, Chennai, Hyderabad, Varanasi and Kevadia (Gujarat) from a Company registered in India engaged in GST consultancy or a Partnership Firm / LLP of Chartered Accountants / Cost Management Accountants.
3.	Contact Person	Sh. Rakesh Kumar, Manager (Fin .) Ph. +91-9810781547 E-mail · tenderccicfinance@gmail.com
4.	Bid to be submitted	Online
5.	Bidding Process	Two Bid (Technical and Financial)
6.	Website for NIT download and any other related information	<a href="http://www.thecottage.in">www.thecottage.in</a>
7.	Portal for Online submission	<a href="http://www.eprocure.gov.in/eprocure/app">www.eprocure.gov.in/eprocure/app</a>
8.	Validity of bid	120 days from the date of submission of tender
9.	Selection Mode	Lowest Price among technically qualified bidders
<b>Schedule of Events</b>		
i.	Submission of relevant documents	As per tender document
ii.	Submission of online bids	Latest by 06-04-2023 up to 3.00 pm

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iii.	Opening of bids	e-Procurement portal of NIC ( <a href="http://eprocure.gov.in/eprocure/ap">eprocure.gov.in/eprocure/ap</a> ) 07-04-2023 at 4.00 PM
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**Note:** In case any of the days mentioned above happens to be declared a holiday, the said event shall be held on the next following working day at the same time and venue

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**CCIC/GM ( F)/ 22-23/**

**Dated.16-03-2023**

**Sub: Notice inviting Offers**

1.1 Online tenders through **e-procurement mode under two bid systems** is invited by Central Cottage Industries Corporation of India Ltd. ( Thereafter referred as CCIC) for Engagement of GST Consultants for a period of 24 months. The contract may be extended by 12 months subject to satisfactory performance and at the discretion of CCIC on same terms & conditions of NIT.

1.2 The NIT is available at CCIC's official website (URL: [www.cottageemporium.in](http://www.cottageemporium.in)) and Central Public Procurement Portal (URL: <https://etenders.gov.in> or at [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)).

1.3 The tender document consists of two parts · Part I Technical Bid and Part II · Financial Bid.

1.4 The bid shall be submitted only online on or before the due date and time of submission the bid.

1.5 The offer (both Technical & Financial) must be valid for a minimum of 120 days from the last date of online submission of offer otherwise the offer shall be rejected as non-responsive.

1.6 Bidding is open to all eligible bidders meeting the eligibility criteria as defined in Part- I **Technical Bid** and bidders are advised to submit below mention documents to qualify for the award of the contract.

a) The bidder should submit self -declaration in the covering letter as mentioned in Format-A, stating that the bidder has not been blacklisted / debarred by any Government department / agency / falling under the denied entity list of Reserve Bank

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of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.

b) All the documents required to meet the eligibility criteria as mentioned in the Tender Document should be uploaded through e-procurement portal. The Tenderer has to produce the original documents for verification before issuing letter of award.

1.7 The Bidder is expected to examine the NIT, including all instructions, forms, terms and conditions of the document. Failure to furnish the information required as per the NIT may result in the rejection of the Bid. CCIC reserves the right to ask bidder for furnishing additional documents or details other than those specified in the tender, if deems necessary.

1.8 Clarification, if any, in respect of this tender may be obtained from Manager ( Finance) at his email at **tenderccicfinance@gmail.com**. Any modification in the NIT shall be uploaded on the websites mentioned in the documents as an Addendum/ Amendment. The bidders are advised to regularly visit the websites.

1.9 CCIC shall not be responsible for any expenses incurred by bidder in connection with the preparation, submission of their bids, site visit, participating in the discussion and other expenses incurred during the bidding process.

1.10 CCIC reserves the right to accept or reject any bid, cancel the bidding process and reject all Bids at any stage prior to award of contract without assigning any reason whatsoever, without thereby incurring any liability to the affected bidder or bidders or without any obligation to inform the affected bidder or bidders of the grounds or the reasons for the said action.

2.0 Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.

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2.1 In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.

2.2 The bidder shall not sublet, transfer or assign the contract or any part thereof to any other person / firm / consulting company/organization etc.

2.3 The last date of online submission of offers will be 06-04-2023 at 15:00 hrs. , unless or otherwise notified. Any change in the scheduled dates will be notified only through [www.cottageemporium.in](http://www.cottageemporium.in) or/and CPP Portal <https://etenders.gov.in/e procure/app>. The bidders are advised to visit the sites regularly.

2.4 If the offers are not received according to the instructions detailed in the bid document, it shall be liable for rejection.

**SD/-**

**Meera Somani**

**GM ( FINANCE)**

**CCIC OF INDIA LTD**

**JAWAHAR VYAPAR BHAWAN,**

**NEW DELHI**

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1. Central Cottage Industries Corporation of India Ltd. (CCIC) invites offers for Engagement of GST Consultants for its Head Office at Delhi and branches at Kolkata, Bengaluru, Chennai, Hyderabad, Varanasi and Kevadia (Gujarat) from a Company registered in India engaged in GST consultancy or a Partnership Firm / LLP of Chartered Accountants / Cost Management Accountants.
2. CCIC is in Retail Sale of Handicraft and Handloom products through its Showroom at Delhi, Kolkata, Bangalore, Chennai, Hyderabad, Varanasi and Kevadia ( Gujarat) . The operations of Sales and Purchases are made in computerized system M.S.Navision with LS Retail having small value but high volume. The accounting is being done on Microsoft Navision software at H.O and in Tally at branches at Kolkata, Chennai, and Bengaluru. The Accounts of Hyderabad, Varanasi and Kevadia (Gujarat) are being maintained at Delhi, Head Office.
3. The applicant firms meeting the eligibility criteria can apply only online at [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app) by submitting the Bid for Delhi and branches in two separate parts comprising of Technical & Financial.
4. No bid shall be entertained other than e-tender.
5. The **Scope of work** is enclosed at Annexure III.
6. The last date of submission of offer is 06-04-2023 up to 3.00 PM. Offers received after the closing time shall not be considered.
7. The Technical bid shall be opened at 4 PM on 07-04-2023 in the presence of applicants who desire to be present there.

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**8. Eligibility Criteria**

**Part-I Technical Bid**

**I. Eligibility Criteria:**

**The Bidder should fulfil all the following parameters for evaluation of Technical Bid:-**

- (a) The Bidder should be a Company registered in India or a Partnership Firm / LLP of Chartered Accountants / Cost Management Accountants registered in India having experience of ten Years. (Attach proof).
- (b) The Bidder should have minimum 09 (Nine) full time qualified CAs / CMAs as Partners in case of Partnership / LLP Firms. In case of Company there should be at least nine 09(Nine) full time CAs / CMAs as employee and/or Director as on 31.12.2022. (Attach proof)
- (c) The Bidder should have executed GST assignments of at least two of Central / State government organisations , PSU, Listed Public Limited Company or Private Limited Company having Turnover of minimum 50 Crore, for period of at least two year in similar organisation in the last 5 financial years i.e. F.Y.2017-18, 2018-19, 2019-20, 2020-21 & 2021-22. (Attach proof)
- (d) The Bidder should have an office / branch in Delhi NCR for GST Consultancy for Head office at Delhi and branches at Varanasi, Hyderabad and Kevadia (Gujarat). In respect of CCIC's Branches at Kolkata, Bangalore and Chennai the bidder should have their office / branch at the respective Cities i.e. Kolkata, Bangalore and Chennai.(Attach Proof)
- (e) The firm / company should not be black listed (enclose self-declaration).

**Part-II Financial Bid Evaluation**

- a) Financial Bids shall be opened only for technically qualified bidders.
- b) The price shall be firm and inclusive of all applicable taxes & duties, expenses **except GST** as applicable.



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- c) While quoting the price, the bidder shall consider all expenses including travelling, boarding, conveyance & other miscellaneous and out of pocket expenditure. Rate quoted shall be firm & without price variation clause.
  - d) The bidder shall quote the price in INR for the entire scope of work in the prescribed Financial Bid format.
  - e) **GST is required to be quoted separately in the price bid. Non-quoting of GST separately in the price bid will be deemed to be included in the price quoted. Thus additional claim on account of GST shall not be entertained at any cost.**
  - f) The bidder shall quote fee separately for each Branch i.e. Kolkata, Bengaluru and Chennai. For Consultancy work of HO, Delhi the work includes for branches at Varanasi, Hyderabad and Kevadia (Gujarat) along with Delhi therefore one firm shall be selected for H.O including all these branches at the discretion of the management. However, fee is to be quoted separately for H.O Delhi, Patna, Hyderabad, Varanasi and Kevadia.
9. CCIC has the right to accept / reject the quotation(s) of any firm without assigning any reason(s) thereof.

**SPECIAL TERMS AND CONDITIONS**

**1. PERIOD OF CONTRACT**

The Period of engagement of GST Consultant shall be 2 Years (Two Years ) from the date of acceptance of award of Contract by the Consultant. If CCIC feels satisfied with services provided during the period of Contract, the contract may be extended for another one year with the approval of Competent Authority, on the same terms & conditions.

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**2. PAYMENT TERMS**

No Advance shall be paid by CCIC. The payment shall be released at the end of each month upon satisfactorily completion of the work and on production of the bill. All payment shall be subject to recoveries towards statutory deductions.

**3. SECURITY DEPOSIT**

The Successful bidder shall be required to pay the 10% of the annual contract value towards Security Deposit (SD) . SD so required can be deposited by the bidder at the time of acceptance of the contract or same shall be adjusted from the immediate Invoices due for payment .The SD amount so recovered or deposited will be released after 24 months from the successful completion of the contract or completion of assessment of the executed period whichever is later. No interest shall be paid on SD deposited by the party.

**4. EVALUATION PROCESS:**

**A proposal shall be considered responsive if ·**

- a) It is submitted on CPPP portal within the stipulated date & time as per the terms of the NIT. No other mode shall be acceptable.
- b) It contains the information and documents stated in the NIT.
- c) It contains information in formats specified in the NIT.
- d) It mentions the validity period as set out in the document.
- e) It provides the information in reasonable detail. The CCIC reserves the right to determine whether the information has been provided in reasonable detail.
- f) There are no significant inconsistencies between the proposal and the supporting documents.
- g) The Technical qualification conforms to as specified in the eligibility criteria in the tender.

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- h) A Tender that is substantially responsive is one that conforms to the preceding requirements without deviation or condition.
- i) The CCIC reserves the right to reject any bid which in its opinion is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the CCIC in respect of such Tenders.
- j) CCIC would have the right to review the Technical Qualification and seek clarifications wherever necessary.
- k) Financial bid of technically qualified bidders shall be opened. Bidders selected for opening of their price bids shall be informed about the date of price bid opening. Bidders may depute their authorized representative to attend the opening.
- l) The Fax / E-Mail offers will be treated as defective, invalid and rejected. Only detailed complete offers received through online prior to closing time and date of the tenders will be taken as valid.
- j) The decision of CCIC in all matters regarding engagement of GST Consultant will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the CCIC in this regard.

**5. OPENING OF TENDER**

- a) The Technical Bid shall be opened at 16:00 hours on 07-04-2023 in the presence of the interested bidders or their authorized representatives in the office of: **CCIC of India Ltd, Jawahar Vyapar Bhawan, New Delhi.**
- b) The Financial bid of those bidders who are technically qualified, shall be opened on 07-04-2023 at 16:00 Hrs.
- c) CCIC reserves the right to extend the date of receiving/opening of the bids.
- d) CCIC reserves the right to call for any other details or information from any of the bidder(s).

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**6. Selection Criteria and Award of tender**

The financial bid of technically qualified shall be opened. **The assignment shall be awarded to lowest financial bidder to a single bidder on consolidated fees quoted for H.O Delhi and branches at Varanasi, Kevadia and Hyderabad.** For consultancy work at Chennai, Bengaluru and Kolkata, the tender will be awarded to L-1 bidder individually Branch-wise.

In case of tie in the L-1 Financial bids, the bidder **Firm having the maximum experience ending on 31-03-2022 shall be considered for award of contract.**

**NOTES:**

- a) The Financial Bid in the prescribed Format in Annexure-II shall be submitted online through CPPP portal within the stipulated period.
- b) CCIC reserves all rights to accept or reject any or all bids without assigning any reason thereof.
- c) The Financial Bids of the technically qualified bidders shall be opened on a specified date and time.
- d) If there is a discrepancy between words and figures, the figures written in words shall prevail.

**7. FRAUD PREVENTION**

Commitments of the Bidder / Consultant: The Bidder(s) / Consultant shall be bound to take all measures necessary to prevent Fraud and Corruption while dealing with CCIC.

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a) The Bidder / Consultant shall not, directly or through any other person or firm, offer, promise or give or otherwise allow any of CCIC's employees any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

(b) The Bidder / Consultant shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

(c) The Bidder / Consultant shall not commit or allow any employees of CCIC to commit any offence under the relevant provisions of IPC/Prevention of Corruption Act. Further the bidder / consultant will not use improperly or allow any employee(s) of CCIC, for purposes of competition or personal gain, or pass onto others, any information or document provided by CCIC as per of the business relationship, including information contained or transmitted electronically.

(d) The Bidder / Consultant shall not instigate third persons to commit offences/activities outlined in Fraud Prevention Policy or be an accessory to such offences.

(e) The Bidder / Consultant if in possession of any information regarding fraud/suspected fraud, hereby agree and undertake to inform CCIC of same without any delay.

**8. Disqualification from tender process and exclusion from future contracts:**

If the Bidder / Consultant, before award or during execution has committed a transgression through a violation of the above clause or in any other form such as to put

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their reliability or credibility in question, CCIC other than taking recourse available under law, shall be entitled to disqualify the Bidder / Consultant, from undertaking any transaction with CCIC and/or declare the Bidder / Consultant ineligible to be awarded a contract either indefinitely or for a stated period of time.

**Damages:** If CCIC has disqualified the Bidder(s) from the tender process prior to the award then CCIC shall blacklist the bidder and if bidder is disqualified during execution, CCIC shall be entitled to forfeit the Security deposit also.

**9. Rejection of offer/Cancellation of contract**

If the firm/organization gives wrong information in its offer, CCIC reserves the right to reject such offer at any stage or to cancel the contract, if awarded.

**10. CONFIDENTIALITY CLAUSE**

Any and all information in written, electronic media or oral form and disclosed to the Consultant shall at all times remain the legal and absolute property of CCIC and the Consultant shall have no rights to use the information for any purpose other than that expressly authorized by CCIC.

**11. TERMINATION OF SERVICES**

The engagement of Consultant can be terminated by the Management without assigning any reason, whatsoever, at any time during the contract period by giving 30 days notice.

**12. SETTLEMENT OF DISPUTES**

Except as otherwise specifically provided in the contract all disputes concerning questions of fact arising under the contract shall be decided by the CCIC management

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subject to a written appeal by the Consultant to the management whose decision shall be final to the parties hereto.

Any disputes or differences including those considered as such by only one of the parties arising out of or in connection with the contract shall be to the extent possible settled amicably between the parties. If amicable settlement cannot be reached, then all disputed issues shall be settled by arbitration by a sole arbitrator to be appointed by Managing Director of CCIC. The provisions of Arbitration and Conciliation Act 1996 shall apply to such arbitration proceedings. The venue of arbitration shall be New Delhi.

This Agreement and the rights and obligations of the Parties shall remain in full force and effect, pending the Award in any arbitration proceedings hereunder

13. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.

14. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.

15. Bidder shall have proper infrastructure including laptop, internet connection, stationery, etc. to carry out the work when they are required to work in CCIC premises.

16. The soft copies of the data/information as well as the printouts of the data/information provided during the contract period shall be the property of CCIC and the Consultants shall not have any right to claim possession on use of data/information for any purpose other than for and on behalf of CCIC at any stage.

17. CCIC shall be authorized to make statutory deductions as applicable from the amount payable to the GST Consultant.

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18. The bidder is required to attend the office at CCIC of India Ltd, Weaver Service Centre, Bharat Nagar, New Delhi-110052 or Head office at Jawahar Vyapar Bhawan, New Delhi-110001 for Consultancy work relating to Delhi, HO, Varanasi, Hyderabad and Kevadia branches as per requirement of work. For branches at Kolkata, Bengaluru and Chennai, bidder is required to attend the Branch as per requirement of work.

**No TA / DA shall be allowed for attending the office of CCIC. The fees quoted should be inclusive of all out of pocket / conveyance expenses etc.**

19. Please read the terms & conditions governing the tender carefully.

20. Please fill in the relevant information in the blanks provided.

21. Please sign in full by the Authorised Signatory (ies) with Firm Seal in all the relevant Annexure and return the complete set in sealed cover.

SD/-

(Meera Somani)

General Manager (Finance)



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**GENERAL TERMS & CONDITIONS OF THE TENDER**

1. The response to the present tender will be submitted in two stage bidding process. The technical details with the relevant information / documents / acceptance of all terms and conditions strictly as described in this tender document should be submitted. If short listed, the Financial Bid of the bidder will be opened.
2. Tender should strictly conform to the specifications. Tenders not conforming to the specifications will be rejected summarily.
3. Any incomplete or ambiguous terms / conditions / quotes will disqualify the offer.
4. CCIC reserves the right to accept / reject any or all quotations without assigning any reasons there for.
5. Any new set of terms and conditions from the bidders is not acceptable to CCIC.
6. CCIC reserves the right to stop the tender process at any stage and go in for fresh tendering without assigning any reasons.
7. The bidder(s) who do not qualify in the technical bid will not be considered for financial bidding.
8. No binding legal relationship will exist between any of the respondents and CCIC until execution of a contractual agreement / Issuance of Work Order. Bids must remain valid and open for evaluation according to their terms for a period of at 120 days from the time of submission of Bids.
9. CCIC may, in its absolute discretion, seek additional information or material from any Respondents after the Bids closes and all such information and material provided must be taken to form part of that Respondent's response.

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10. Respondents should provide details of their Telephone/Mobile, email and full address(s) to ensure that replies to Bids could be conveyed promptly.
11. If CCIC, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then CCIC reserves the right to communicate such response to all Respondents.
12. CCIC may, in its absolute discretion, engage in discussion or negotiation with any Respondent (or simultaneously with more than one Respondent) after the bid closes to improve or clarify any response.
13. Any form of canvassing / lobbying / influence / query regarding short listing, status, etc will be a disqualification.
14. No advance copy of bid through Email/Fax or in any other form should be disclosed to any of the employee/ GST consultant of CCIC.
15. No consideration will be given to bids received after the time stipulated above and no extension of time will be permitted for submission of quotation.
16. The bidder will submit his Bids after carefully examining the document/conditions and the items covered under the tender.
17. Bids not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected.
18. During the validity period of tender quotes, any upward change in the duty or tax are to be borne by the bidder. In the event of any downward revision of levies/duties etc., the same should be passed on to CCIC, notwithstanding what has been stated in the quotation or in the Letter of Intent.
19. No price escalation adjustment or any other escalation will be payable.

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20. Canvassing in connection with tender process is strictly prohibited and bids submitted by bidders who resort to canvassing are liable to be rejected.
21. Consultant shall be solely responsible for any delay, lack of performance, breach of agreement and/or any default under this contract. Consultant shall remain liable for any damages due to its negligence/mistakes, within the next 12 months after the expiry of the contract or completion of the assessment proceedings whichever is later.
22. Consultant shall preserve the details and/or data related to GST returns filed/prepared and incidental details thereof with itself for purpose of assessment or reply to GST department till the assessment of relevant period of contract is over.

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Annexure · I

Technical Bid Form

To,  
Manager (Finance)  
Central Cottage Industries Corporation of India Ltd.,  
Bunkar Complex, Bunkar Colony,  
Bharat Nagar, ND -52

**Description of the works:** Appointment of Consultant for GST for

1. Delhi including Varanasi, Kewadia & Hyderabad
2. Bangalore
3. Kolkata
4. Chennai

(Tick the applied location)

1	Name of the Firm / Company / LLP	
2	Address Head Office	
3	Address of Dealing Branch for applied location  1.  2.  3.	

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(A Govt. of India Undertaking, Ministry of Textiles)

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	4.	
4	Contact No	
5	Contact Person (Name & Designation) Telephone No Email	
6	Year of incorporation	(attach proof)
7	PAN No. (mandatory) GST No.	(attach proof)
9	Does your FIRM/Company have an existing / past relationship with CCIC.	(attach proof)
<b>10</b>	<b>Mandatory Eligibility Criteria</b>	
A	The Bidder should be a Company registered in India or a Partnership Firm / LLP of Chartered Accountants / Cost Management Accountants registered in India having experience of 10 years (Ten Years).	Attach proof
B	The Bidder should have minimum 09 (Nine) full time qualified CAs / CMAs as Partners in case of Partnership / LLP Firms. In case of Company there should be at least nine 09(Nine) full time CAs / CMAs as employee and/or Director as on 31.03.2022.	Attach Proof

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C	The Bidder should have executed GST assignments of at least two of Central / State government organisations , PSU, Listed Public Limited Company or Private Limited Company having Turnover of minimum 50 Crore, for period of at least two year in similar organisation in the last 5 financial years i.e. F.Y.2017-18, 2018-19, 2019-20, 2020-21 & 2021-22.	Attach proof
D	The Bidder should have an office / branch in Delhi NCR for GST Consultancy for Head office at Delhi and branches at Varanasi, Hyderabad and Kevadia (Gujarat). In respect of CCIC's Branches at Kolkata, Bangalore and Chennai the bidder should have their office / branch at the respective Cities i.e. Kolkata, Bangalore and Chennai.	Attach proof
E	The firm / company should not be black listed.	(Enclose self declaration).

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**Format- A**

**DECLARATION:**

1. All the information furnished by me / us here above is correct to the best of my / our knowledge and belief.
- 2 I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
- 3 I / We have read all the terms & conditions of tender and instruction of tender document and these are acceptable to us.
- 4 We hereby declare that we have not been black listed/ debarred by any Government department/agency / falling under the denied entity list of DGFT / Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.

Signature of Authorized Signatory:

\_\_\_\_\_

Name and Title of Authorized signatory:

\_\_\_\_\_

Name of Firm/Company:

\_\_\_\_\_

PLACE :

DATE :

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**PERFORMA- I**

**Detail of GST Assignments being handled with the category of organisation & period of Assignment ( For FY 2017 -18 & onwards)**

Sl. No.	Name of the organization	Central / State govt. organisations , PSU, Listed Public Limited Company or Private Limited Company having Turnover of minimum 50 Lacs	Period of Assignment
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			



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PERFORMA- II

Detail of Key Personnel Engaged in GST

Sl No.	Name	Qualifications	Experience	Particulars of work	Employed in your firm since
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

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**ANNEXURE-II**

**Financial Bid-** ( All inclusive of out of pocket expenses, misc. expenses, local Conveyance etc.)

S.No.	Location	Fee(In INR)	GST	Total
1.	Retainer-ship fee per month at Delhi for Delhi, Hyderabad, Varanasi, and Kevadia has <b><u>to be quoted separately for each location</u></b> HO, Delhi Hyderabad Varanasi Kevadia (Gujarat)			
	Total Fees			
2.	Retainer-ship fee per month for branches at respective Branches. Kolkata Bangalore Chennai			

**DECLARATION:**

1. All the information furnished by me / us here above is correct to the best of my / our knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I / We have read all the terms & conditions of tender and instruction of tender document and these are acceptable to us.

Date : : : : :

( Signature)

Name :

Company / Firm Name:

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**Annexure-III**

**SCOPE OF WORK**

**GST Retainer-ship**

**1. Consultancy Service at HO, Delhi: -**

- a) To advise/give opinion on GST matters in writing within a reasonable time frame preferably within two working days on issues/matters as referred from time to time in relation to GST issues.
- b) Opinion on the issues raised in audit/assessment conducted by the various authorities regarding GST.
- c) Review of circulars/notification issued in respect of GST and related matters and implementation thereof on CCIC.
- d) Any other advice to CCIC on GST related issues as and when required.
- e) Advice, opinion & implementation in respect of provision of GST Act/rules etc. on CCIC including E-invoicing, purchase policy, E-way bills, records etc..
- f) Update the CCIC officials about various amendments taking place in tax laws/ rules, regulations, circulars, directions etc. from time to time and assist in making policy for the same.
- g) To check that all provisions of GST have been got inbuilt in ERP including GST rates, HSN codes of the products, services and to advise and assist the IT department of CCIC for incorporating the same in ERP.
- h) Review of HSN Code and rates on items within a month from date of acceptance of work order and subsequent review thereafter on quarterly basis.

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- i) Obtaining registration including temporary registration under GST Act/Rules for newly created Divisions/Units/showrooms/Branches/Exhibitions on PAN India basis, if any. Surrendering GST Registration for any units closed by CCIC in past or during the currency of contract and all other necessary action required. Any modifications required in GST Registration. (For removal of doubts , it is clarified that no extra fee shall be paid for obtaining permanent/temporary registration for newly opened Division/unit/showroom/exhibition or surrendering GST registration (Permanent/ Temporary) of unit/Division/showroom/exhibition already closed or closed during the contract period including application for refund etc. for newly opened unit/Division/showroom/exhibition and already closed/closed Division/Unit/showroom/exhibition).
- j) Development / up-gradation of standardized format for compilation of data from Microsoft Navision/or any other operational software for GST returns. Further GST details for Income Tax return & for Financial Statement as per Companies Act shall be prepared by GST Consultant.
- k) One full day training to CCIC officials shall be imparted on as and when required basis to impart knowledge and amendments related to GST matters.

**Filing of GST Returns for Delhi, HO and all locations at Varanasi, Hyderabad, Kevadia (Gujarat), Kolkatta, Chennai and Bangalore respectively**

- a) To prepare/check/scrutinize and file all GST returns (like GSTR 1, GSTR-3B, GSTR-7, ITC-04, GSTR-9/9C etc. and any other return subsequent returns notified) , including computation of tax liability of GST Delhi, Varanasi, Hyderabad, Kevadia, Kolkatta, Chennai, Bengaluru within the prescribed time as required under GST Act and file original/revised GST returns of CCIC (including preparation of necessary schedules and attachments required for filing the return) after pre -audit of data.

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- b) Reconciliation / matching of GST Credit in books with GSTR-2A/2B on portal on monthly basis and give a list of mismatch with respect to Books and with respect to GSTR-2A/2B on monthly basis. Follow-up with vendors for necessary updation/ Correction/amendment of GST details.
- c) Monthly reconciliation of GST Electronic cash ledger and Electronic credit ledger as per GST Portal with cash and credit ledger as per books of accounts. Monthly Reconciliation of GST Return with the books of accounts.
- d) Verifying the data for TDS on GST payment, generation of challan, filing of monthly TDS on GST return, issuance of certificate etc.
- e) Preparation & certification of GST Annual Return (GSTR -9 and 9C) .
- f) Reply of queries raised by Various Auditors in connection with GST arising at the time of contract.
- g) Reconciliation of General Ledger & report extracted from Microsoft Navision / Tally & analyzing the difference if any before filing the monthly returns. To ensure that proper entries are vouched regarding GST in books of accounts.
- h) Review of output liability as per General Ledger & report extracted from Microsoft Navision & identifying for any error related to place of supply, nature of tax etc. before filing the monthly return.
- i) Proper guidance in E- Way bills generation and creation of sub user etc.
- j) Assistance for preparing Replies / submissions/ information for Notices / Assessment proceedings of GST arising during the period (i.e. including the period before the acceptance of the contract during the contract. Further the GST consultant shall be responsible for preparing the reply for the assessment of the financial year for

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which the firm is appointed) . To examine any order/communication received from GST authorities and advice further course of action.

**3. Refunds**

To claim, assist, and follow refunds of GST.

**4. Review of Accounts**

a. Review of Accounting as per GST Law and incorporating of changes in Microsoft Navision/or any other software as per GST Act amended from time to time.

b. Submission of report on review conducted on GST accounting in Microsoft Navision and also to provide guidance for resolving the areas of concern.

**5. Scrutiny/assessment of Return**

To represent CCIC before GST Officer(s) or commissioner(s) of Central Board of Indirect Tax and Customs and to perform all the necessary work (including drafting & submission of replies, rectification, etc. to questionnaire/notices received from GST Department & GST for successful completion of scrutiny, assessments including re-assessments.

**The earlier assessment period for which notices is received during the period of Contract will also be covered.**

6. One senior partner or one qualified CA / CMA will be required to visit the Head office Delhi or branches as and when required to carry out the above referred scope. No TA/DA/out of pocket expenses shall be paid.

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7. The above mentioned Scope of work is indicative and not exhaustive. Scope of work shall include providing professional assistance for all the activities /matters related to Indirect Tax Law.

**Note: - Consultant shall be solely responsible for any delay, lack of performance, breach of agreement and/or any default under this contract. Consultant shall remain liable for any damages due to its negligence till the completion of assessment.**

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**Benefits to Micro and Small Enterprises and Start-ups**

- i) Exemption from submission of Earnest Money/Bid Security: MSEs (and not their dealers/distributors) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME are exempted from submission of Bid Security/Earnest Money provided they are registered for the items they intend to quote.
- ii) Documents Required to be submitted by MSEs: Micro or Small Enterprises (MSE) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME shall submit copy of valid Registration Certificate for the items they intend to quote along with the bid. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.
- iii) Performance Security: Micro and Small Enterprises registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME however, should note that Performance Security shall be required to be submitted by them for orders/contracts placed by CCIC on them.



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- iv) Purchase Preference: - In tender, participating Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of the requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than an MSE and such MSEs shall be allowed to supply at least 20% of total tendered value. In case more than one such MSEs; the supply will be shared proportionately (to tendered quantity).

In case of tender item is non-splitable or non-dividable, etc.: MSE quoting price within price band L1+15% may be awarded for full/complete supply of total tendered value to MSE, considering spirit of Public Procurement Policy, 2012 for enhancing the Govt. Procurement from MSE.

Out of 25% target of annual procurement from MSEs, a sub target of 5% (i.e. 20% out of 25%) will be earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in the event of failure of such MSEs to participate in the Tender Process or meet the tender requirements and the L1 price, the 5% sub-target for procurement earmarked for MSEs owned by SC/ST entrepreneurs will be met from other MSEs.

- v) Definition of MSEs owned by SC/ST is as given under:
- (a) In case of proprietary MSE, proprietor(s) shall be SC/ST.
  - (b) In case of partnership MSE, the SC /ST partners shall be holding at least 51% shares in the unit.
  - (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.
- vi) In case a supplier (other than Micro/Small Enterprise) against an order placed by CCIC procures materials from their sub-vendor who is a Micro or Small

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Enterprise registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME, with prior consent in writing from CCIC, the complete details (i.e. name of the subcontractor, value of sub - contacted work, copy of valid MSE registration certificate etc.) of the sub-contractor(s) shall be furnished by the supplier to CCIC. All other terms and condition of the tender will remain unchanged.

- (vii) 3% reservation for women owned MSEs within the above mentioned 25% reservation.

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**Mandate for payment through NEFT / RTGS(Please use capital letters only)**

1.	Name of the Company/Firm	
2.	Party Registered Address	
3.	Contact No.	
4.	Email ID	
5.	PAN	
6.	Name of Bank Account Holder / Firm	
7.	Bank A/C No.	
8.	Bank Name	
9.	Branch Code/ Address	
10.	IFSC Code	
11.	MICR Code	

1. **Cancelled cheque** of above mentioned account and **Copy of Pan Card** must be enclosed.
2. I hereby declare that particulars given above Point No.1 to 11 are correct and complete, if the transaction is delayed or not effect at all for reason of incomplete of incorrect information, I would not hold the CCIC OF INDIA LTD. responsible.
3. I also undertake that I shall inform any changes in my bank account particulars in future to CCIC failing which payment shall continue to be made as details to CCIC by me, for which CCIC shall not be held responsible.
4. Certified that the particular furnished above are correct as per knowledge.

Date :

(Signature of party)