



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/6035359
Dated/दिनांक : 07-03-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	28-03-2025 21:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	28-03-2025 21:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Consumer Affairs Food And Public Distribution
Department Name/विभाग का नाम	Department Of Consumer Affairs
Organisation Name/संगठन का नाम	Bureau Of Indian Standards (bis)
Office Name/कार्यालय का नाम	Bureau Of Indian Standards, Hyderabad Branch Office
क्रेता ईमेल/Buyer Email	hybo@bis.gov.in
Item Category/मद केटेगरी	Manpower Hiring for Financial Services - Onsite; Chartered Accountant
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	13 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	7 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,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

Bid Details/बिड विवरण

Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	5 Days
Estimated Bid Value/अनुमानित बिड मूल्य	335762
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%)/ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	15

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

SECTION OFFICER

Bureau Of Indian Standards, Hyderabad Branch Office, Department of Consumer Affairs, Bureau of Indian Standards (BIS), Ministry of Consumer Affairs Food and Public Distribution
(Vanaja Murthy)

MII Compliance/एमआईआई अनुपालन

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

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

3. 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.

4. 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.

5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

6. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

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:

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

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):

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

Service provider must have a dedicated team of required manpower of XX for the project
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost

Scope of Work:[1741342770.pdf](#)

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Onsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Certified internal auditor (ICAI)
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	5 - 7 Years
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of manpower deployed	Additional Requirement/अतिरिक्त आवश्यकता
1	Sasmitha Goud	500040, Plot No.1, Survey No. 367/1, ZTS-NFC Main Road, Industrial Development Park, Moula-Ali, Hyderabad 500 040	1	<ul style="list-style-type: none">Number of Months : 12

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

The following list of documents as already specified in scope of work shall be submitted for qualifying for Technical Bid :

- 1 Audited Account Statement (last three financial years)
- 2 GST Registration

- 3 PAN of the CA firm
- 4 Past experience documents - Satisfactory work completion report or related documents from previous service buyer(s)
- 5 Declaration as per annexure A
- 6 ISO 9001 certificate (valid)
- 7 ICAI Registration Certificate

3. Buyer Added Bid Specific ATC

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

4. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

BUREAU OF INDIAN STANDARDS

Account No.

00000030080043355

IFSC Code

SBIN0020096

Bank Name

STATE BANK OF INDIA

Branch address

5856 FG NAMPALLY STATION ROAD HYDERABAD TELANGANA MOULA ALI SECUNDRABAD (20096)

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

Disclaimer/अस्वीकरण

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.

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 [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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 General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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./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।

---Thank You/धन्यवाद---

BUREAU OF INDIAN STANDARDS
(Hyderabad Branch Office)
Tender document for Hiring Services of Chartered Accountant Firm to

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SI. No.	Section title
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6	PENALTY CLAUSE
7	MANPOWER RELATED CLAUSES
8	TERMINATION CLAUSES
9	ARBITRATION CLAUSES
10	JURISDICTION
11	TECHNICAL BID FORMAT
12	FINANCIAL BID FORMAT
13	ANNEXURE 'A'
14	CHECK LIST OF DOCUMENTS TO BE UPLOADED

12. Assisting in furnishing the reply to all queries of internal Audit, CAG audit, GST, Professional Tax and Income Tax etc.
13. Providing opinion on the matters relating to GST, Professional Tax, and Income Tax as per Government notification from time to time.
14. Any other work assigned relating to accounts / statutory requirements etc.
15. One dedicated, B. Com/M. Com/CA graduates with well versed in Tally Software shall be deployed on all working days in the month. A senior professional member of CA of the firm shall also visit the Branch every week to ensure that the work is being done as per norms/statutory requirements.

1. GOVERNMENT E-MARKETPLACE (GeM) BID NOTICE

E-Tenders are invited from firms having experience of providing the Chartered Accountant services in reputed organizations preferably in the Government or public sector for at least three years and providing a proof of relevant experience and certificate of satisfactory performance from such clients to be enclosed.

Bidders have to deposit the earnest money deposit (EMD) of requisite amount, if applicable, as per bid details on GeM portal in the form of demand draft (DD)/ fixed deposit receipt (FDR) drawn in favor of "Bureau of Indian Standards, Hyderabad Branch Office, Hyderabad, Telangana payable at Hyderabad, Telangana.

2. TERMS AND CONDITIONS OF BID

2.1. **Estimated bid value:** The estimated tender value is approximately **Rs.2,84,544/-** (Two Lakhs eighty-four thousand five hundred and forty four only) (Excluding GST) for one year.

2.2. **Period of Contract:** The Chartered Accountant firm will be required to provide the desired services initially for a period of **one year** which may be **renewed for another period of two years (on yearly basis)** based on satisfactory performance and requirements on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the period of the contract. Bureau of Indian Standards, Hyderabad however, reserves the right to terminate the contract by serving one month's notice, in writing.

2.3. **Earnest Money Deposit (EMD)**:** EMD of requisite amount if applicable to be deposited in the form of account payee/ Demand Draft (DD)/ Fixed deposit receipt (FDR)/ Banker's cheque/ Bank guarantee issued or confirmed from any of the scheduled commercial banks in India. The EMD in the form of Bank Guarantee/Transferable Depository Receipt to remain valid for a period of 45 days beyond the final bid validity period. The scanned copy of the same to be uploaded on GeM portal. Firms registered under MSE will be exempted from EMD as per existing guidelines.

2.4. **Last date of submission:** Last date of uploading the bid is stipulated on GeM portal.

2.5. **Date of opening of Bids:** Technical Bid will be opened on stipulated date and time on GeM portal.

2.6. Eligibility Criteria:

2.6.1. The bidder should have successfully completed 3 similar CA service contracts in the last 3 financial years in minimum two central government organizations equivalent to tender value or higher.

2.6.2. The agency must be registered with the following statutory bodies such as Income Tax, Goods and Services Tax (GST) among others.

2.6.3. The Firm should have been in operation for at least 5 years after its registration.

2.6.4. The Firm should have at least one Chartered Accountant employed/Partner (Full time with the firm).

2.6.5. The average annual turnover of bidders must be duly certified by the appropriate chartered accountant/auditor/any other prescribed authority.

2.6.6. The Chartered Accountant Firm should have its registered Office in Telangana.

2.6.7. The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Goods and Service Tax Registration (A copy of the certificate to be submitted).

2.6.8. On the date of submission of tender, the bidder should not have been indicted for any criminal, fraudulent or anti competition activity and not been blacklisted by any government departments.

2.6.9. The bidder has to produce all original documents for verification before awarding of contract (on the date fixed by BIS, Hyderabad).

2.6.10. **Documents to be uploaded:** Bidders firms which fulfil the above eligibility conditions may upload the technical bid along with the scanned copy of following documents failing which their bids may be rejected: -

2.6.6.1. Copy of audited accounts statement of annual turnover for last three financial years.

2.6.6.2. Scanned copy of EMD**, if applicable.

2.6.6.3. GST registration certificate

2.6.6.4. Udyog Aadhar certificate, if applicable.

2.6.6.5. PAN of the CA Firm.

2.6.6.6. Satisfactory work completion report from previous service buyers in support of eligibility conditions.

2.6.6.7. Declaration as per format of Annexure A.

2.6.6.8. ISO 9001 certification (valid)

2.6.6.9. ICAI Registration Certificate.

****EMD must be submitted to "Bureau of Indian Standards, Hyderabad, Telangana -500040" in a sealed cover, before the last date of submission of tender as per GeM Portal.**

scheduled commercial banks in India in the favor of "Bureau of Indian Standards, Hyderabad" payable at Telangana, Hyderabad. The successful bidder will have to deposit the performance bank guarantee and execute the contract within 15 days of acceptance of bid. Performance bank guarantee should be valid for a period of 60 days beyond the date of completion of all contracted obligations of the contractor.

4. SCOPE OF ACCOUNTS WORK

The Accounting Services in general will include Performing the routine accounting work of this Branch of BIS in Tally Accounting "Software/ any other software as per the general principle of accounting and the guidelines/instructions of Headquarter and taking time bound appropriate action(s) as per the statutory requirements from time to time. The accounting services also include:

16. All transactions shall be kept-in tally software/ and report shall be generated on periodical intervals, month-wise, year-wise etc. and proper back-up of the records shall be maintained.
17. Ledger book(s) of accounts shall be maintained and updated as per the requirements.
18. Preparation of bank Reconciliation Statement and to ensure that Bank Reconciliation Statement should not contain any long pending outstanding debit/credit entries.
19. Maintenance of Asset Registers in prescribed format. All additions in Assets should be properly recorded, depreciation to be provided at the prescribed rates and entries for dispose off of condemned assets should also be recorded in the assets register.
20. Trail balance should be generated on or before 10th of every month along with Schedules of all Current Assets and Current Liabilities duly reconciled. Income and expenditure statement for every month to be prepared.
21. Finalization of Trial balance for every month and for the year ending 31st March along with all schedules & Annexures as given in the circular of Annual Closing of Accounts issued by Accounts Department – HQ.
22. Preparation Receipts & Payment Account for every month and for the year ending 31st March in the format given in the Circular on Annual Closing of Accounts issued by HQ and preparation of Budget Estimate (BE) and Revised Budget Estimate (RBE).
23. Preparation of TDS statement and assist the branch for timely payment of TDS. The

3. OTHER TERMS AND CONDITIONS

3.1. Evaluation of technical and financial bid

3.1.1. Bidders are required to upload their technical and financial bid as per bid specification uploaded on GeM Portal. In addition, documents mentioned in para 2.6.10. should be uploaded to the GeM portal.

3.1.2. The competent authority of Bureau of Indian Standards, Hyderabad Branch Office, Telangana reserves the right to reject all or any bid in whole, or in part, without assigning any reason thereof.

3.1.3. After the opening of the administrative and technical bid, the attached documents will be checked. The evaluation of the tender will be done on the basis of the documents submitted. This is applicable to all bidders.

3.1.4. The bid of any bidder which has not met the eligibility criteria will be summarily rejected and bid(s) which do not comply with bid instruction and any conditions of the tender terms and conditions may also be rejected.

3.1.5. All bidders that will fulfill the eligibility criteria, bid instruction and tender terms & conditions and qualify the **administrative and technical evaluation, will be qualified for the opening of the financial bid.**

3.1.6. Lowest financial bid will be evaluated based on the overall lowest rate quoted by the bidder as per GeM guidelines. In case of multiple **L1 (lowest 1) bidders**, a draw system will be followed to finalize the service provider agency. The date and time of the draw shall be intimated to the shortlisted bidder(s).

3.1.7. The 5% of EMD shall be refunded to the unsuccessful bidders after finalization of the contract. It shall be refunded to the successful bidder on receipt of performance bank guarantee. No interest is payable on the EMD (**Circular copy enclosed**).

3.1.8. The bid shall be valid for **30 days** from the date of opening.

3.1.9. Bids which are incomplete or conditional in any form shall be rejected.

3.1.10. In case the successful bidder declines the offer of contract, for whatsoever reason(s), their EMD shall be forfeited. But if the bidder is exempted from submitting EMD then the bidder might be prohibited to apply for any tender or procurement of any item or service at BIS, Hyderabad for a period of at least two years.

3.1.11. A formal contract shall be executed/ entered into with the successful bidder. In this contract, the successful bidder shall be defined as contractor.

3.2. **5% of Performance bank guarantee deposit (Circular copy enclosed)**

3.1.12. The successful bidder will have to deposit a performance bank guarantee as per bid details on GeM in the form account payee/ Demand Draft (DD)/ Fixed deposit receipt (FDR)/ Banker's cheque/ Bank guarantee issued or confirmed from any of the

TDS certificate to the concerned parties shall also be generated by stipulated dates and TDS returns shall also be filed within the stipulated date.

24. Preparation of GST and assist the branch for timely payment of GST after taking into account the available input tax credit. Timely filing of GSTR 1, GSTR 3B, GSTR 7 and GSTR 9. Calculation of monthly tax payable (GST) under GSTR3B & GSTR 7. Reconciliation of GSTR 2A and books of Accounts to be done regularly. All the supporting document in soft copy has to be provided for GST connected work. Relevant sales invoices to be raised every month.
25. Preparation of Professional Tax statement of the employees every month in accordance with the **Telangana State notification** from time to time and assist the branch for timely payment of professional tax and filing of returns if required.
26. Preparation of statements, payments, filing of returns etc. of any other taxes levied by Govt. from time to time.

27. Assisting in furnishing the reply to all queries of internal Audit, CAG audit, GST, Professional Tax and Income Tax etc.
28. Providing opinion on the matters relating to GST, Professional Tax, and Income Tax as per Government notification from time to time.
29. Any other work assigned relating to accounts / statutory requirements etc.
30. One dedicated, B. Com/M. Com/CA graduates with well versed in Tally Software shall be deployed on all working days in the month. A senior professional member of the firm shall also visit the Branch every week to ensure that the work is being done as per norms/statutory requirements.

5. GENERAL CONDITIONS OF CONTRACT (GCC)

- 5.1. The CA firm should engage a citizen of India.
- 5.2. Manpower engaged should be trained for providing services according to the scope of work. whichever applicable and all other statutory payments will be the liabilities of the contractor, applicable from time to time.
- 5.6. BIS, Hyderabad shall have the right of removal of the person (employed by the contractor) who is not discharging his/her duties satisfactorily or his/her role is found dubious in nature.
- 5.7. The CA firm shall not engage any sub contractor or transfer the contract to another person/people/entity without prior permission of the competent authorities at BIS, Hyderabad.
- 5.9. The working duty will normally commence from 0900 AM to 0530 PM. But the timings are changeable and can be fixed by this office from time to time depending upon the requirements.
- 5.10. The changes in the personnel deployed will not be allowed without prior approval/permission of the BIS, Hyderabad or any other authorized officer.
- 5.11. No enhancement in the agreed rates will be allowed during the contract period except statutory revision, if any.
- 5.12. The performance bank guarantee shall be returned to the CA firm on the expiry of the contract period on furnishing usual clearance/No Demand Certificate. The performance bank guarantee shall be returned on the expiry (stated in the GeM bid document/portal) and termination of the contract subject to conditions that the CA firm has indemnified the 1st Party for all payments to the staff. The CA firm while requesting for release of the performance bank guarantee shall certify that all payments including labour laws obligations have been fulfilled and that the BIS, Hyderabad shall not be responsible for such payments to the staff arising out of the decision of the labour court, if any.

5.13. The contract shall come into force from the date of agreement signed by both the parties. In case the contractor fails to execute the job after signing the agreement deed or leave the job before completion of the period of contract at their own accord, the Bureau of Indian Standards, Hyderabad shall have the right to forfeit the performance bank guarantee deposited by the agency for execution of the contract.

5.14. In addition to existing criteria for selection, in case there is any tie in the rates, the documentary supports the period of experience for engagement of personnel in various Govt./Semi. Govt. offices and number of such personnel shall be given more weightage in selection.

5.15. Bureau of Indian Standards, Hyderabad Branch Office, Hyderabad, Telangana shall have the full power to terminate the tender process at any stage, without assigning any reason thereof. Bureau of Indian Standards, Hyderabad, Telangana decision in this regard will be the final.

5.16. The CA firm shall not engage in any such sub-bidder or transfer the contract to any other person in any manner.

5.17. All liabilities shall be borne by the CA firm that are arising out of accident or death while on duty.

5.18. BIS, Hyderabad campus shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workman or other person in the employment of the contract. The contractor shall indemnify and keep indemnified the BIS, Hyderabad against all such damage and compensation whatsoever in respect or in relation thereto.

5.19. The CA firm shall make its own arrangements for the transportation of its employees.

5.20. The CA firm staff will not be treated as the BIS, Hyderabad staff for any purpose whatsoever. BIS, Hyderabad Branch Office shall not be liable to any penalty under relevant rules, enactment, or related regulations for which the contractor is responsible under the law.

5.21. Force Majeure: At any time during the currency of the contract, either bidder is subject to force majeure, which can be termed as a civil disturbance, riots, strikes, tempest, acts of God, etc. which may prevent either party to discharge their obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

6. PENALTY CLAUSE

6.1. For any breach of contract, the Bureau of Indian Standards, Hyderabad Branch Office, Telangana shall be entitled to impose a penalty to the extent of Rs. 1,000/- on the 1st occasion upon the contractor in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of the BIS, Hyderabad.

6.2. If the lapse is repeated again, the extent of penalty will be doubled on each such occasion. The decision of the said officer in this regard shall be final and binding upon the contractor. Some of the instances in which a penalty would be imposed, are enumerated below. But these are not exhaustive, and penalty may be imposed on any violation, breach or contravention of any of the terms and conditions as well as assigned duties and in following conditions: -

6.2.1. If the personnel are not found in approved, proper and clean uniform and/or not displaying a photo identity card.

6.2.2. If the personnel found indulging in smoking/drinking/sleeping during duty hours.

6.2.3. If the behaviour of personnel is found discourteous.

6.2.4. If any personnel found performing duty, found submitting fake names and addresses.

6.2.5. If persons other than the one mentioned in the approved list supplied by the agency, engaged for duty.

6.2.6. If any personnel found performing extended/ double duty within 24 hours without prior approval.

7. MANPOWER RELATED CLAUSE

7.1. Any misconduct/misbehaviour on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to Bureau of Indian Standards, Hyderabad.

7.2. The CA firm shall employ adult employees only. Employment of child labour will lead to the termination of the contract. The CA firm shall be responsible for payment by following the Minimum wages Act as applicable and also by obeying all existing Labour laws.

8. TERMINATION CLAUSE

During the period of agreement if it is found that the agency is not providing proper services or charging by fraudulent manner or indulged in corrupt practices or disclose BIS, Hyderabad confidential information or other unprofessional behaviour, the entire performance bank guarantee, deposited with Bureau of Indian Standards, Hyderabad Branch Office, Telangana or part thereof shall be forfeited in favour of BIS, Hyderabad and agreement will be terminated after giving 30 days' notice.

9. ARBITRATION

9.1. In the event of any question, dispute/ difference arising under the agreement or in connection herewith (except as to matter the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitration by the Bureau of Indian Standards, Hyderabad Branch office, Hyderabad or his/her nominee.

9.2. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Sc-E/Director & Head, Bureau of Indian Standards, Hyderabad Branch Office, Hyderabad, Telangana campus shall appoint another person to act as Arbitrator in place of the out-going Arbitrator in accordance with the terms of this agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.

9.3. The Arbitrator may give interim award(s) and/or directions, as may be required.

9.4. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made thereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

9.5. Any arbitration will be under the jurisdiction of Telangana state authorities only.

10. JURISDICTION

The contract shall be governed by and construed according to the law in force in India.

The bidder shall hereby submit to the jurisdiction of the courts situated at Telangana for the purpose of actions of any proceedings arising out of the contract, and the courts at Telangana only will have the jurisdiction to hear and decide such actions and proceedings.

Set – 1 Technical Bid:

Technical (Techno-Commercial) BID duly filled-in and signed with official stamp

11. TECHNICAL BID FORMAT

For Services of CA Firm to BIS, Hyderabad

Technical Bid Page: 1

1.	Name of the Company / Firm	
2.	Name of owner/partners / Directors	
3.	Full Particulars of Office & Registered Office	
	Address	
	Telephone No.	
	Fax No.	
	E-Mail Address	
4.	Full particulars of the Bankers of Company / Firm / with full address/ Tel. No.	
	Name of the Bank	
	Address of the Bank	
	Account Number	
	IFSC code	
5	Registration Details:	
	(a) PAN of the CA firm	
	(b) GST Registration No.	
	(c) ICAI Registration No.	
6	Details of Earnest Money Deposit	
	Amount (Rs.)	
	D.D. / P.O. No./BG & Date	
	Drawn on Bank	
	Valid up to	

Set-2 Financial Bid:

The Financial Bid shall be duly filled in on GeM Portal inclusive of GST.

Format for Certificate of Annual Turnover

1. It is certified that the Annual Turnover of M/s.....

(Name & address of the firm)

_____ from professional services and Audit services during last three consecutive financial years is as under:

Year	Rs. In Lakhs
2021-22	
2022-23	
2023-24	

Yours Sincerely,

(Signature of Chartered Accountant/ Statutory Auditor of the Company)

Name of the Chartered Accountant and Partner of the firm Seal with
Membership No. of ICAI

(Certificate without Membership No., UDIN No. and seal of the Chartered Accountant/
Statutory Auditor will not be considered.)

**** Copy of Financial Statement to enclose.**

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD
(on Company Letterhead)

Format of Bid Security Declaration from bidders in lieu of Earnest Money
DEPOSIT / BID SECURITY
(On Bidders' Letter Head)

I / We, the authorized signatory of M/s _____, participating in the subject
Tender No: _____, for the job of _____, do hereby declare that in the
event:

I / We withdraw / modify our bid during the period of bid validity

OR

I/We commit any other breach of tender conditions/ contract which would have
otherwise attracted forfeiture of EMD

OR

I / We fail to / refuse to initiate the execution of the awarded Contract as per the terms
of the Contract

then I / We could be suspended from being eligible for bidding / award of all future
tender(s) for a period as applicable per the Incident Management Policy of GeM.

Signature and seal of authorized signatory of bidder

Name of authorized signatory:

12. ANNEXURE 'A'

DECLARATION

1. I, _____ Son/Daughter of Shri _____
Proprietor/Partner/Director/Authorized Signatory of _____ am competent to sign this
declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby
convey my acceptance of the same.

3. The information /documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I /we, am / are well aware of the fact that
furnishing any false information / fabricated document would lead to rejection of my tender
at any stage besides liabilities towards prosecution under appropriate law.

4. I have apprised myself fully about the job to be done during the currency period of the
agreement and also acknowledge to bear the consequences of non-performance or
inefficiencies in service on my part.

5. Company/Firm has done in past satisfactorily/disciplined work and not blacklisted in past
by any client

Signature of Owner/Managing Partner/Director

Date:

Full Name:

Place:

Company's Seal:

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13. CHECK LIST OF DOCUMENTS TO BE UPLOADED

SI. No.	Document	Uploaded/Not Uploaded
1	Audited Account Statement (last three financial years)	
2	EMD	
3	Proof of Exemption Certificate if exempted from EMD	
4	GST Registration	
5	PAN of the CA firm	
6	Past three years experience documents - Satisfactory work completion report or related documents from previous service buyer(s)	
7	Declaration as per annexure A	
8	ISO 9001 certificate (valid)	
9	ICAI Registration Certificate	