

**CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LIMITED**  
**(A Govt. of India Undertaking, Ministry of Textiles)**



**Tender for engagement of Chartered Accountants / Cost Accountants Firm to outsource Accounting, Payroll and related finance & accounts services for its Head Office at New Delhi and small showrooms whose accounts are maintained at Head office –Delhi in Microsoft Navision software**

**Notice Inviting e-Tender (NIT) - Section-1**

**1.1 Company Profile: Central Cottage Industries Corporation of India Limited (CCIC)**

Central Cottage Industries Corporation of India Limited (CCIC) is a prominent Government of India Undertaking, functioning under the Ministry of Textiles. CCIC operates its head office from Jawahar Vyapar Bhawan, located at Janpath, New Delhi (110001). Established with a vision to promote and preserve the rich heritage of Indian handicrafts and handloom products, As a part of its mandate, CCIC has cultivated a strong presence in the market, primarily through the promotion and sale of traditional Indian handicrafts and handloom products.

The Corporation operates its main showroom at Janpath, New Delhi, along with other operational facilities such as the Stores and Accounts departments situated in Bharat Nagar, New Delhi. In addition to the Delhi operations, CCIC has extended its reach across India with branches in Kolkata, Bangalore, and Chennai, alongside smaller showrooms located at Kevadia and Hyderabad.

The day-to-day business operations and transactions of the corporation are primarily recorded in the ERP system, M.S. Navision by Microsoft. In compliance with mandates issued from time to time, transactions may also be recorded on any other portal designated by the government or the Ministry of Textiles.

1.2 Online bids are invited under two bid systems for the services mentioned in the bid document from firms of Chartered Accountants / Cost Accountants for outsourcing of accounting, finance, taxation and allied works for the F.Y.2024-25 and onwards till the date of exist.

1.3 Tender documents may be downloaded from GeM portal as per the schedule given below

<b>Event</b>	<b>Date &amp; Time</b>
NIT Tender No.	CCIC/Fin/Account Outsourcing/2025-26
Published Date & Time	10-04-2025 & 16:00 PM
Bid Document Download Start Date & Time	10-04-2025 & 16:00 PM
Pre Bid Meeting	One week after and two weeks before

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Bid Submission Start Date & Time	10-04-2025 & 16:00 PM
Bid Document Download End Date & Time	01-05-2025 & 15:30 PM
Bid Submission End Date & Time	01-05-2025 & 15:30 PM
Bid Opening Date & Time	01-05-2025 & 16:00 PM

1.4 The Bidder should fulfil the PRE QUALIFICATION CRITERIA(Eligibility Criteria):

The invitation to bid is open to all Bidders who fully meet the following minimum qualifying requirements and provide / submit the satisfactory documentary evidence in support, failing which their bid will be rejected.

(a)	<b>Firm Registration and Location:</b> The bidder must be registered with either ICAI (Institute of Chartered Accountants of India)/ICWAI (Institute of Cost Accountants of India). The firm should have an office located in the Delhi NCR (National Capital Region). A recent firm registration certificate with ICAI, showing the office address, must be attached.
(b)	<b>Experience and Personnel:</b> The firm must have at least 5 years of experience in the relevant field as on 31st March, 2024. The firm must have a minimum of 2 active partners and 2 professionally qualified employees (ICWA/CA/MBA-Fin.) meaning the total number of qualified professionals in the firm should be at least four.
(c)	<b>Financial Criteria:</b> The firm's <b>average annual turnover</b> for the last three financial years (ending 31st March 2024) must be <b>not less than ₹10 Lakh</b> . Proof of turnover (financial statements or certificates) for the past three years must be attached.
(d)	<b>Experience with Government and Public Sector:</b> The firm should have satisfactorily executed similar services to Central Government/State Government/PSU/ corporates during the last three years (2021-22, 2022-23, and 2023-24) as under: <ul style="list-style-type: none"> <li>1. Three similar completed services, each costing not less than ₹6 Lakhs, or</li> <li>2. Two similar completed services, each costing not less than ₹7.50 Lakhs, or</li> <li>3. One similar completed service, costing not less than ₹12 Lakhs.</li> </ul> <p><b>Letters of satisfaction</b> from the organizations confirming the execution of the assignments should be provided.</p>

1.5 Pre bid meeting shall be held on 17-04-2025 at 3:00 PM at Head office at New Delhi (JVB)

1.6 Bids shall be submitted online only through GeM Portal. Bidders are not allowed to submit their bids manually. Bidders are advised to contact the help mechanism devised by GeM Portal.

1.7 Bidders are advised to check the GeM portal at least 3 days prior to closing date of submission of tender for any corrigendum, addendum, or amendment to the tender document.

1.8 The bids will be opened on the date and time specified in the Tender Critical Date Sheet. After the bids are opened, the results of the bid will be communicated or notified at a later time.

1.9 The tender shall be submitted in two bid system i.e. Technical bid and financial bid should be submitted separately.

1.10 **BID SECURITY:** Bidders are requested to furnish Earnest Money Deposit of Rs.45,000/- (Rupees Forty Five Thousand only ) by NEFT/RTGS mode only as per following bank details.

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<b>Name of Account holder</b>	<b>Central Cottage Industries Corp. of India Ltd</b>
Account Number	10185775245
IFSC Code	SBIN0006199
Bank Name	State Bank of India
Branch	Jawahar Vyapar Bhavan., Janpath, New Delhi

(Note: Bidder shall submit the scanned copy of transaction & transaction details along with proposal failing which the proposal will be rejected.)

1.11 Special Provisions for Micro and Small Enterprises (MSEs): Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department [or Startups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT) are exempted from BID SECURITY. Bidders should enclose the scanned copies of their registration.

1.12 Contact Information: For any clarifications, Bidder may contact:

Additional General Manager (Finance)

Central Cottage Industries Corporation of India Limited

C/O Weavers Service Centre, Bharat Nagar, Delhi-110052

Email: ashish.ccic3@gmail.com

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**INSTRUCTIONS FOR ONLINE BID SUBMISSION (Section-2)**

1. Performance of the corporation:

The annual turnover of the corporation for last 2 years is as under:-

Particulars	2022-23	2023-24
Net Turnover( In Lacs)	4377.60	4698.39
Overheads (In Lacs)	3815.45	3627.00
No of employees	188	169

2. The applicant firms meeting the eligibility criteria may apply online at GeM Portal. No bid shall be entertained other than this mode.
3. The Scope of work is as given in the tender document.
4. The last date and time for bid submission is 01-05-2025, up to 3:30 PM.
5. The financial bids will be opened at the specified time, and the details of the opening will be communicated to the successful bidders from the Technical Bid stage. This notification will be sent through GeM Portal.
6. Award of Work: The assignment will be awarded to the bidder who submits the lowest financial bid, provided they meet all the mandatory eligibility criteria outlined in Point No. 9 of the tender document. In case of tie, the firm having the maximum experience will be given preference.
7. Eligibility Criteria:

(a)	<b><u>Firm Registration and Location:</u></b> The bidder must be registered with either ICAI (Institute of Chartered Accountants of India)/ICWAI (Institute of Cost Accountants of India). The firm should have an office located in the Delhi NCR (National Capital Region). A recent firm registration certificate with ICAI, showing the office address, must be attached.
(b)	<b><u>Experience and Personnel:</u></b> The firm must have at least 5 years of experience in the relevant field as on 31st March, 2024. The firm must have a minimum of 2 active partners and 2 professionally qualified employees (ICWA/CA/MBA-Fin.) meaning the total number of qualified professionals in the firm should be at least four.
(c)	<b><u>Financial Criteria:</u></b> The firm's <b>average annual turnover</b> for the last three financial years (ending 31st March 2024) must be <b>not less than ₹10 Lakh</b> . Proof of turnover (financial statements or certificates) for the past three years must be attached.
(d)	<b><u>Experience with Government and Public Sector:</u></b> The firm should have satisfactorily executed similar services to Central Government/State Government/PSU/ corporates during the last three years (2021-22, 2022-23, and 2023-24) as under:  <ol style="list-style-type: none"><li>4. Three similar completed services, each costing not less than ₹6 Lakhs, or</li><li>5. Two similar completed services, each costing not less than ₹7.50 Lakhs, or</li><li>6. One similar completed service, costing not less than ₹12 Lakhs.</li></ol> <b>Letters of satisfaction</b> from the organizations confirming the execution of the assignments should be provided.

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8. OTHERS-

- (i) CCIC has the right to accept / reject the offer (s) of any firm without assigning any reason(s) thereof. The tenderer shall not be entitled to any compensation for the expenses incurred in connection with the preparation and submission of tenders.
- (ii) If some discrepancies are found between the rates given in words and figures in the financial bid, the rate as quoted in words shall be adopted.
- (iii) Merely being shortlisted does not guarantee the award of work. The CCIC reserves the right to award the within the validity of the tender.

**9. Scope of Services:**

CCIC intends to engage a competent Chartered Accountants Firm or Cost Accountants Firm to outsource the work of accounting, payroll, taxation, and related finance and accounts services for its Head Office in Delhi and its branches (currently two, with the possibility of additional branches) for the year 2024-25 and onward till the date of exist. The firm will be responsible for maintaining the accounts of all branches at the Head Office.

The scope of work will include, but not be limited to:

- All tasks related to Accounts & Finance, including banking, Government grant-in-aid, and audit responses to Internal Auditors, Statutory Auditors and C&AG Auditors or their offices.
- Ensuring internal controls and compliance with applicable tax laws, both direct and indirect taxes.
- Handling matters related to Income Tax Department, including responses to IT Notices, Assessments, Income Tax queries, and appeals.
- Representing CCIC at the C&AG Office for audit purposes.
- Regular visits to the GST Department and the Regional PF Department for handling notices, responses, assessments, etc.

The firm shall be responsible for the preparation of an Accounting Manual based on applicable Accounting Standards, the Companies Act, 2013, and the Standard Accounting Practices followed by CCIC. The firm will also be responsible for the implementation of the Accounting Manual at the Head Office and all branch offices (i.e., throughout the Corporation). The Accounting Manual should be designed in such a way that it can be consistently followed by the Corporation.

The firm shall depute a minimum of one full-time qualified and experienced Chartered Accountant with at least three years of relevant work experience, who is proficient in a computerized work environment, preferably with MS Navision. The individual should also have experience in online filing for both direct and indirect taxation and should be capable of handling the entire accounting process up to the finalization of accounts and managing the audit. The incumbent will be stationed at CCIC's Finance Division located at Bharat Nagar, Bunker Complex, New Delhi, as provided by the firm.

The firm shall depute a minimum of four full-time Accounts Assistants, each with at least three years of experience. The required qualifications for the incumbents are Commerce Graduate, CA Inter, or ICWA Inter, and they must be proficient in computerized accounting for inventory management, MS-Office (including Excel and PowerPoint), and online filing of returns, among other tasks. The incumbents will be posted at CCIC's Bharat Nagar office or any other office of CCIC within the Delhi NCR region.

One Partner from the firm shall visit the CCIC office at least thrice a week initially, and thereafter, twice or once a week as required. If necessary, the Partner may visit on a need-based basis, without any additional cost to CCIC, for visits to any of the Corporation's locations in Delhi. No additional costs will be borne by the Corporation for such visits.

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All incumbents must be fluent in English and Hindi, with proficiency in both reading, writing, and spoken communication in both languages.

**The detailed Scope of Services includes but is not limited to the following:** Detailed Scope of Services

Area of Work	Responsibility of the Firm
Accounting Services	<p>The firm shall be responsible for:</p> <ul style="list-style-type: none"> <li>• Reviewing all vendor invoices for goods and services, ensuring their accuracy, and recording them in the ERP system. The firm will also prepare payment, receipt, and journal entries, ensuring compliance with statutory regulations. Furthermore, the firm will send payment advice to ensure transparency and confirm the details of all payments made.</li> <li>• Checking and processing employee-related advances and adjusting bills in accordance with the established procedures. The firm will also send a forwarding note to employees for payments made to them, detailing the applicable deductions and recoveries.</li> <li>• Raising invoices for sundry billing, if required, in a timely manner and in compliance with the agreement/arrangement with customers/clients or as per the prevailing laws.</li> <li>• The deduction or levy of appropriate taxes on payments or bookings in accordance with the prevailing laws, including TDS (Income Tax), GST, TCS, RCM, and any other applicable statutory obligations under the relevant laws applicable to CCIC.</li> <li>• The timely deposit of TDS, TCS, GST, RCM, and any other applicable statutory deposits as per the prevailing laws.</li> <li>• Monitoring and scrutinizing Accounts Payable (AP). This includes generating and preparing reports such as aging analysis, vendor outstanding reports, payment history reports, and others, in the required format for management decision-making, Board of Directors (BOD) requirements, MOT requirements, and to comply with the Companies Act, 2013 or any other applicable statutory obligations. Additionally, the firm will send quarterly balance confirmation letters to vendors of goods/services, with intimation to the statutory auditor, and will reconcile AP discrepancies based on the vendors' replies.</li> <li>• Maintaining accounting records and documents in full compliance with statutory requirements.</li> <li>• Preparing monthly bank reconciliation statements and clearing any outstanding entries on a monthly basis, if applicable.</li> <li>• Preparation of Grant-in-aid accounts, utilization certificates, and any other required documents. The firm will also prepare the necessary details as required by grant sanctioning authorities and process the accounts in accordance with their requirements.</li> <li>• Reconciling monthly sales, scrutinizing all sales-related reports and general ledger (GL), ensuring that entries are accurately recorded in the books. The firm will also prepare monthly sales reconciliation for both sales and GST liability in the books, comparing them with the sales reports and GST liability as per the GST returns. The firm will ensure that any discrepancies are rectified or reported in the subsequent GST return on time.</li> <li>• Monitoring Accounts Receivables and conducting regular scrutiny thereof. The firm will issue monthly reminders for follow-up on receivables to the concerned departments. Additionally, the firm will send quarterly balance confirmation letters to suppliers of goods/services, with intimation to the statutory auditor, and will reconcile Accounts Receivables (AR) for any discrepancies based on the replies from the vendors.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Preparing and maintaining the fixed asset register to track the capital assets owned by the Corporation. The firm will also ensure the calculation and provision of depreciation to keep the records updated accordingly.</li> <li>• Reconciling credit card payments on a monthly basis and passing the appropriate entries in the books to ensure accurate record-keeping.</li> <li>• The filing of Professional Tax returns, wherever applicable, in compliance with the relevant statutory requirements.</li> <li>• Scrutinizing the trial balance on a monthly basis and preparing lists of all major account heads to ensure accuracy and completeness.</li> <li>• Preparing annual accounts at the year-end, as well as quarterly/half-yearly results, in compliance with the applicable provisions, accounting standards, and the Companies Act. Additionally, the firm will prepare all relevant lists, annexures, and agenda notes related to these accounts.</li> <li>• Preparing detailed periodical reports as required by the Management, including monthly profitability reports and Management Information System (MIS) reports, as per the specific requirements of the Management.</li> <li>• Preparation of consolidated accounts, including all notes and annexures, for the audit of the entire company.</li> <li>• Providing necessary details to the internal auditors to ensure the timely completion of the internal audit.</li> <li>• Provide assistance for the statutory audit as well as any other audits as required by the Corporation.</li> <li>• Drafting letters, notes, and replies to audit queries and other related correspondence as required.</li> <li>• Any other related tasks and ensuring compliance with all applicable statutory requirements as needed.</li> <li>• Daily data backups to safeguard all relevant information and maintain data integrity.</li> </ul>
<p>Payroll Management Services :</p>	<p>The firm shall be responsible for:</p> <ul style="list-style-type: none"> <li>• The creation and regular updating of the employee database within the customized software system.</li> <li>• Monthly payroll processing is done accurately and in alignment with the company's personnel policy.</li> <li>• Preparation and Generation of Salary Voucher in ERP.</li> <li>• Computing income tax for each employee and ensuring correct monthly deductions</li> <li>• Disbursement of loans and advances, recovery in instalments, deduction of leave without pay (LWP), and the computation and payment of overtime are essential aspects of payroll and financial management.</li> <li>• Maintaining loan and advances ledger in ERP, keeping all records properly arranged.</li> <li>• Timely deposit of TDS/ PF/EPS/Professional TAX and any other statutory deposits.</li> <li>• Reconciliation of PF ledger Accounts with PF Trust.</li> <li>• Preparation of Terminal Benefits at the time of Superannuation/ Retirement.</li> <li>• Preparation of Staff advance vouchers, tour bills adjustments, adjustment of staff advances, LTC, Leave encashment and other misc. payments to employees.</li> <li>• Payments to Doctors/ Chemist and hospitals for medical expenses and reimbursement thereof to employees. Reconciliation of amount received from Insurance company and payment made against the same.</li> <li>• Generating reports viz., Salary Register, Deduction Details. Individual employee pay slips via email or hard copy, Monthly summaries as desired, any other MIS.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Processing of reimbursement claims submitted by employees &amp; intimation thereof to employees.</li> <li>• Any Other Services ancillary &amp; incidental to payroll management services.</li> <li>• Providing support in making changes in ERP due to changes in tax laws for computation of Income tax.</li> <li>• Advising on changes made in tax laws, which tends to saving for employees.</li> <li>• Providing timely &amp; practical advice on the formats of documentation to be maintained to support the compensation structure.</li> <li>• Reminders to be generated by 7th of every month for unadjusted dues of employees like TA Advance, Adjustable Advance, Accounts Recoverable, LTC Advance, Medical Advance, etc. To generate statements of all Advances, Imprest other Departments etc.</li> </ul>
Taxation Related	<p><b><u>TDS Related Service:</u></b>  The firm shall be responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring that TDS/withholding Tax has been deducted in all eligible cases &amp; deposited on time as per the prevailing law. Prepare &amp; post voucher for Deposit of tax including withholding tax, if any</li> <li>• Filing of TDS return (Quarterly/annually) on time. Ensuring that timely request for TDS certificates has been raised and TDS certificates (Form 16/16A) have been downloaded &amp; issued within the timelines thereof.</li> <li>• Preparation of voucher for Deposit of tax including withholding tax, if any with Tax authorities with in prescribed time limit.</li> <li>• Withholding Tax deduction and Advisory: Advising on withholding tax, if any to be deducted on any payments including payments to non-resident.</li> </ul> <p><b><u>Income Tax Compliance services</u></b>  The firm shall be responsible for:</p> <ul style="list-style-type: none"> <li>• <b>Advance Tax:</b> Assisting CCIC in calculation of quarterly advance income tax liability on the basis of projected income and expenses for the financial year. Preparing voucher for Deposit of the advance income tax as per provision of the regulations of The Income Tax Act, 1961.</li> <li>• <b>Income Tax Return and Tax audit.</b> Preparing of tax audit report with the related annexure supporting and get audited and any other report/Forms required under I. Tax Act.</li> <li>• Detailed examination of various receipts including grant-in-aid and crystallizing the specific positions to be adopted in respect of such receipts in Income Tax laws.</li> <li>• Preparation of computation of total income and taxes payable thereon, along with the related annexure supporting the income tax return after examining all relevant provisions and ICDS.</li> <li>• Liaising for finalization of the income tax including the computation of total income; and preparing and filing the income tax Return.</li> <li>• Preparing details for Income tax assessments and preparation of reply to all Income tax notices. Assist the dealing officer for representing before authorities.</li> <li>• To follow up refunds of any assessment years.</li> </ul> <p><b><u>Indirect Tax Compliances:</u></b>  The firm shall be responsible for:</p> <ul style="list-style-type: none"> <li>• Preparing data for GST returns and other GST compliances, as required by law and applicable to CCIC and forwarding to consultants for filing.</li> <li>• Providing guidance on all matters related to Goods and Service Tax including changes in GST rates on CCIC products, Input Credit, Reverse Mechanism, documents, procedures etc.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Educating and extending guidance on GST implications to indenters, Finance and Trade Section of CCIC.</li> <li>• Computing tax liability / tax refund as per GST laws and to prepare voucher for deposit of tax. To follow up for refunds if any.</li> <li>• Co-ordinating with GST consultants that all applicable GST returns are filed on time.</li> <li>• Reconciling input tax credit appearing on GST Portal with books of accounts and to take remedial action including sending communications and follow with GST input mismatched vendors. Managing &amp; tracking the ITC reversed due to non-payment and re-avail the same on payment.</li> </ul> <p><b><u>Others tax compliances</u></b></p> <p>The firm shall be responsible for:</p> <ul style="list-style-type: none"> <li>• Assisting and Preparing of documents for Assessment, appeal, show cause notice proceedings. Assist the dealing officer for representing before authorities.</li> <li>• Assisting and Preparing of documents with income tax related matters with CBDT and other Revenue Authorities.</li> <li>• Reviewing of the operations of the PF Trust in respect of compliance of various tax laws, intimate changes in tax laws, if any, and its effect.</li> <li>• Advice and comply with tax and other statutory provisions for CCIC.</li> </ul>
Stock accounting	<p>The firm's responsibility shall be as under.</p> <ul style="list-style-type: none"> <li>• To check, reconcile and to generate monthly sales statement for goods sold on approval basis and to issue the same to vendors.</li> <li>• To check that all transfers of goods to and from branches are properly accounted and GST impact is taken thereof.</li> <li>• To reconcile and locate the discrepancies noticed during Physical verification between stock records and physical verification.</li> <li>• Preparation of Monthly Stock Statement for Bank.</li> <li>• To resolve vendor queries regarding stock.</li> </ul>
MIS functions	<p>The firm's responsibility shall be as under.</p> <ul style="list-style-type: none"> <li>• To Prepare MOU as per the Guidelines and annexures, details information thereto.</li> <li>• To prepare MOU score as per the MOU guidelines.</li> <li>• To collect, compile and timely upload data on various government portals/ authorities.</li> <li>• To prepare monthly targets, annual targets and stock levels and to monitor the same.</li> <li>• To prepare sales performance reports.</li> <li>• To prepare budgets.</li> <li>• Any other details/ reports as required from time to time.</li> </ul>
Miscellaneous services	<p>The firm's responsibility shall be as under.</p> <ul style="list-style-type: none"> <li>• Assistance in day to day operations of CCIC finance, like costing, budgeting and scrutiny of tender documents, financial proposals, analysis of bids etc.</li> <li>• Maintaining, arranging and filing of all documents, records in a systematic and safe manner.</li> <li>• Assist in dealing with/drafting correspondence of finance section.</li> <li>• Checking of data for filing XBRL.</li> <li>• Checking and finalising printed annual accounts.</li> <li>• Assistance in strengthening internal checks and internal controls.</li> <li>• Any other related job and statutory compliances to be assigned from time to</li> </ul>

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	<p>time.</p> <p>The firm is expected to follow relevant and updated Accounting Standards, Companies Act, and industry best practices by standardization of various formats, templates, check-lists and written down procedures for seeking information from employees, vendors, prospective clients and others, as the case may be, for the above stated activities to ensure timely compliance. A Standard Operating Procedure (SOP) to be prepared for smooth running the work.</p> <p>Strictly Follow the Internal Financial Control (IFC) guidelines and regular testing of IFC be done.</p> <p>The firm is expected to give suggestions on any other matter that they consider relevant for CCIC.</p>
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Area of Work	Responsibility of CCIC
Accounting Services	<ul style="list-style-type: none"> <li>• Handle all Cash including petty cash as per procedure.</li> <li>• All voucher authorisation.</li> <li>• Signatories for payment through Cheque/Draft/ NEFT/RTGS.</li> </ul>
Payroll Management Services :	<p><b><u>By Personnel Division:</u></b></p> <p>Employee data and monthly attendance to be authorised by Personnel Division.</p> <p><b><u>By Finance Division:</u></b></p> <ul style="list-style-type: none"> <li>• Approving of employee Data base on Customised software.</li> <li>• Approving and Disbursement of Pay. Authorisation of Salary Voucher.</li> <li>• Authorising bill passing and Disbursement of reimbursements claims to employees.</li> <li>• Verification and Authorisation for Payment to PF Trust.</li> <li>• Cross check of the Computation of Terminal Benefits at the time of superannuation and approving payment of the same.</li> </ul>
Taxation Related	<ul style="list-style-type: none"> <li>• Approving and to deposit online of all Taxes.</li> <li>• Authorisation for issue of TDS Certificate.</li> <li>• Attend the case and appear before the Assessing Officer with the official deputed by the CA firm/ICWA firm</li> <li>• Finalizing Advance Tax calculation &amp; deposit of advance tax.</li> <li>• Review of the financial statements, tax audit report and other documents related to the income tax return to be done by management.</li> <li>• Check and upload and the ITR filed online.</li> <li>• Check the GST Return before submitting and upload the same.</li> </ul>
Stock accounting	<ul style="list-style-type: none"> <li>• Counter check that SST generated is correct.</li> <li>• To check that Gross margin % and closing stock is calculated correct.</li> </ul>
Miscellaneous services	<ul style="list-style-type: none"> <li>• Authorisation / approval before final submission of return.</li> <li>• Liaisoning with the bank on day to day matters.</li> <li>• Arrangement of Loans, CMA data analysis, Replies of queries of Banks and any Govt. Authorities.</li> </ul>

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**The work also includes:**

- a) All accounting functions - Preparation of all Vouchers and related work, maintenance of all accounting records, scrutiny of trial balance and ledgers, sub ledgers, day book, bank book on monthly basis including scrutiny of vendor ledgers, trade receivables, all account heads, Bank reconciliations, lists, etc. Preparation of annual accounts (standalone) and consolidated accounts with all annexures and details. Facilitate all audits i.e. internal/ statutory/ Government/ special audits and preparing replies to the observations and suggesting remedial action. Seeking monthly trial balances of other branches whose accounts are maintained at the branches and scrutiny of the same. Calculation and providing of depreciation in conformity with the companies Act and Accounting Standards. Inter Branch Reconciliation with Head Office Accounts and Branches accounts. Accounting and Recording of Grant-in-aid, Preparing Utilisation certificates, payment against Grant, recording on PFMS portal.
- b) Suggesting improvements/ changes to be made in ERP for strengthening of internal controls and internal checks and updating/compliance with changes made under various laws.
- c) Ensuring Audit Trail is maintained at all times. To check and provide working samples on efficacy, adequateness, and effectiveness of financial controls over financial reporting.
- d) Providing assistance in preparation of data and payment related to GST, Professional Tax and TDS to the Accounts Department, filling of returns, issuance of certificates, and to ensure that no penalty is levied by the Tax Departments for any delay in filing of any statutory return or making payment thereof or due to any other reason. In case of default, the contracting firm shall be solely responsible for the same and necessary recovery shall be effected from their pending bills/Security Deposit.
- e) To provide guidance on all matters related to GST, TDS, Income tax laws, EPF Act, Companies Act, MSME Act, etc. so that the statutory obligations are effectively and properly complied with.
- f) Reminders to be generated by 15th of every subsequent month for unadjusted dues of employees like TA Advance, Adjustable Advance, Accounts Recoverable, etc. To generate statements of all Advances, Imprest other Departments etc.
- g) Attending all queries/Audit objections etc. and providing information/data pertaining to, but not limited to, GST/Professional Tax/TDS and other accounting work etc. as and when raised/desired by GST Dept./CAG/Internal Auditor/Sales Tax Dept including the data/information pertaining to earlier period not covered under contract. This work also includes attending personal hearing/visiting on behalf of CCIC pertaining to any issue mentioned due to any reason, to the Tax Departments/Appellate Tribunals or any other agency.
- h) The CA firm/ICWA firm shall be responsible for the work allotted to him/her, from the stage of preparation of vouchers, preparing ledgers/ accounting books/ registers to end product (i.e. trial balance/ Annual Accounts with all supporting schedules. The firm shall also have to sign the final deliverables of the work assigned to it in the form of various returns and reports etc. and hand over to the Accounts Department.
- i) To oversee the timely adjustment of advances/ recoveries, realization of outstanding due, write off old dues, clearance of old outstanding debits/ credits of more than one months in the bank reconciliation statement and watching any other accounts matter requiring timely completion and monthly report to Finance

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- j) To prepare all reports / data to be submitted to financial institutes for borrowings if any taken in future. At present there are no borrowings.
- k) To monitor all government supported activities being handled by CCIC.
- l) CCIC is in an expansion phase. There shall be new showrooms/ new activities/ new stream of business not envisaged at present. All accounting work related thereto.
- m) At present, CCIC has consultants for GST valid up to 31st May, 2026. The contract may or may not be renewed.
- n) The above work is inclusive and not exhaustive. Any works which are not mentioned as above but are associated with or which are essential in accomplishing the task must be undertaken by the Chartered Accounts/Cost Accountants Firm.
- o) The firm is expected to follow relevant and updated Accounting Standards, Companies Act, and industry best practices by standardization of various formats, templates, check-lists and written down procedures for seeking information from employees, vendors, prospective clients and others, as the case may be, for the above stated activities to ensure timely compliance. Follow the Internal Financial Control (IFC) guidelines strictly and regular testing of IFC be done.
- p) The firm is expected to give suggestions on any other matter that they consider relevant for CCIC.
- q) The time-limits for the above work shall be as follows:
  - 1) Compliance of all statutory obligations- 3 days before the scheduled date of compliance by law.
  - 2) To submit scrutinised Trial Balance, vendor ledger, receivables ledger, Bank reconciliation along with schedules and all other lists before 15th of next month.
  - 3.) All other accounts related work for which time-limit as mutually agreed.

**12. Duration of Contract:**

The initial engagement shall be for one year, which may be extended for an additional year, and further extended for one more year, under the same terms and conditions, at the sole discretion of CCIC, subject to satisfactory performance by the firm. The performance of the firm will be reviewed annually.

If the performance is deemed unsatisfactory, CCIC reserves the right to terminate the contract without providing any reasons. In such cases, the pending work may be assigned to another firm, and the cost incurred will be proportionately deducted from the existing firm's contract. No objections or questions will be entertained in this regard.

**13. Payment Terms:**

**(a) The payment terms will be as follows:**

Activity	Milestone for payment
Preparation of accounting manual and its implementation	On successful completion of the work.
Providing regular services as per scope of work.	75 %- Within 45 days from the end of the Quarter on submission of Reports and production of Original Tax Invoice.

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Consolidated accounts and Filing of IT return & GST Annual Return.	25 % After filing of the ITR & GST Annual Return. In case the contract is terminated before this stage, the retention money of 25% will be forfeited.
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(b) Any penalties and interest arising from TDS/TCS defaults of CCIC during the contract period will be deducted from the quarterly fees payable to the firm. In the event that any interest and/or penalty is levied by the Income Tax Department, GST authorities, or any other statutory body for obligations managed by the firm, which pertains to the contract period, the firm shall be liable to pay the same.

**14. TERMS & CONDITIONS:**

1. The initial engagement shall be for one year, which may be extended for an additional year, and further extended for one more year, under the same terms and conditions, at the sole discretion of CCIC, subject to satisfactory performance by the firm. The performance of the firm will be reviewed annually. Either party may terminate the agreement by giving three months' written notice.

2. The contracting firm is required to provide services as outlined in the scope of services section of the contract. This means the firm must adhere to the specific tasks or services mentioned earlier in the document. The firm must carefully review all the documents related to the contract before submitting their quote. This ensures the firm understands the terms and requirements fully before proceeding.

Furthermore, the firm shall arrange its own infrastructure, such as laptops/computers, while CCIC will provide only the work station.

3. The working hours shall be from 9:30 AM to 6:00 PM, Monday to Friday. Saturday and Sunday shall be considered holidays due to the weekend. The firm may be called upon to work on Saturdays, Sundays, or gazetted holidays as required. In such cases, conveyance will be provided for each person, as per the corporation's rules, and payable at the rank of Deputy Manager. No conveyance or out-of-pocket expenses will be reimbursed for work performed on regular working days (Monday to Friday), unless the work falls on a holiday.

4. The personnel deployed by the firm shall be in good health, physically fit, and active, ensuring they are capable of performing the required duties efficiently.

Furthermore, the personnel deputed by the firm should be proactive and capable of working independently, without relying on any support staff from CCIC. The CCIC Accounts department will only facilitate the work.

5. The firm shall be responsible for all expenses related to the preparation of Identity Cards, as well as for compensation, wages (in accordance with minimum wage rules), and any applicable allowances (such as Dearness Allowance), Provident Fund (PF), Employee State Insurance (ESI), Bonus, and Gratuity for the personnel engaged by the firm. The firm must also comply with all relevant labour legislation and regulations. Payments to the firm shall be made on a quarterly basis upon submission of a bill by the firm. The bill must be accompanied by supporting documents, such as proof of EPF/ESI contributions (if applicable), and any other required documentation. Payment will be processed only after ensuring that the firm has rendered satisfactory service.

6. The firm shall promptly replace any personnel as required by the CCIC. If the firm wishes to replace any of its personnel, prior consultation with the CCIC is required before proceeding with the replacement. The firm shall provide the CCIC with the full details of the personnel to be deployed, including their names, addresses, and testimonials, before the personnel are deployed for the job. The firm should ensure minimal changes in the personnel deployed, specifically regarding the full-time Chartered Accountant (CA) and full-time Accountants/Accounts Assistants at the CCIC. Frequent changes to these key positions are discouraged.

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7. In the event of any loss incurred by the CCIC due to a lapse in the performance or responsibilities of the personnel deployed by the contracting firm, the firm shall be liable to compensate the CCIC for such loss. In this regard, the CCIC reserves the right to deduct the appropriate amount from the firm's bill or any other payment due to the firm, to recover the loss. Additionally, a penalty may be imposed. If there are any deficiencies or lapses in the performance of the personnel deployed by the firm, the CCIC shall have the right to terminate the contract immediately or take any other appropriate action, without the need to provide any justification or reason.

8. In the event of any death, injury, or disability occurring while the personnel are discharging their duties, all compensation, legal liabilities, or any other associated responsibilities shall solely rest with the contracting firm.

9. The firm's authorized representative (Owner/Director/Partner/Manager) shall personally meet with the Finance Head of the Corporation or the office in charge of Accounts at CCIC at least once a month. The purpose of this meeting shall be to receive feedback on the services provided by the firm and to discuss any corrective actions required to enhance the efficiency of the services rendered.

10. In the event that a person deputed by the contracting firm is on leave or absent, the firm shall ensure that a suitable alternative arrangement is made to cover for the absence and maintain uninterrupted service.

11. The successful bidder shall be required to deposit an amount equivalent to 10% of the annual contract value (excluding one-time fees) as an interest-free security deposit. This deposit must be made via Demand Draft, Pay Order, Fixed Deposit Receipt (FDR), or Bank Guarantee from a commercial bank in favour of Central Cottage Industries Corporation of India Ltd. No interest will be payable on the deposit amount. The performance security will remain valid for a period of 18 months following the completion of all contractual obligations by the contractor.

12. The personnel deployed by the firm shall possess the required qualifications to perform the assigned duties. In the event of non-compliance or non-performance of services in accordance with the terms of the contract, the CCIC reserves the right to make suitable deductions ranging from 2% to 5% from the firm's bill. This is without prejudice to the CCIC's rights under other provisions of the contract. Additionally, a penalty of up to 2% may be imposed if the firm makes frequent changes to the personnel deployed at the office.

13. The firm shall be solely responsible for all payments and dues owed to the workers employed and deployed by the firm. The firm must provide reliable evidence of such payments to the CCIC upon request. In the event that the CCIC makes any payment or incurs any liability on behalf of the firm; the contractor shall fully indemnify the CCIC for any such amounts and liabilities.

14. In the event of any dispute arising out of this agreement, the CCIC shall nominate the Managing Director (MD) as the sole arbitrator to adjudicate the issue involved in the dispute. The arbitration shall be conducted in accordance with the Arbitration and Conciliation Act, and the provisions of the Act shall apply.

15. In the event of any dispute concerning the provision of services or the interpretation of any clause of this Agreement, the Delhi Courts shall have exclusive jurisdiction to settle and resolve all such disputes.

**16. Income Tax TDS** shall be deducted from the contractor's bills in accordance with the applicable laws and regulations.

17. Any violation of the instructions or terms of the agreement, or suppression of facts, shall result in the **cancellation of the agreement** without any further reference or notice.

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18. The firm shall be wholly responsible for any actions taken by statutory bodies due to the violation or non-compliance with any applicable provision or rule.

19. If any personnel deployed by the contractor are found to be involved in theft, illegal activities, misconduct, or any other irregularities, the contractor shall take appropriate action in accordance with the law and rules. This action shall be taken in consultation with the office, and the contractor must inform the office of the steps taken. If necessary, an FIR should be lodged against the personnel involved in such activities. Additionally, any personnel found guilty of such misconduct shall not be re-employed by the contractor at this office under any circumstances.

20. In the event of any duplication of clauses, either in the terms and conditions or in the agreement, the clause that is more beneficial to the CCIC shall prevail and be considered applicable, particularly in the case of a dispute or when following any statutory rules. The decision of the CCIC in this regard shall be final, and the contracting agency shall be bound by this decision.

Note: These terms and conditions form an integral part of the Contract/Agreement between CCIC and the outsourced Agency/Firm. Any non-compliance with these terms shall be considered a breach of the Contract/Agreement.

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[To be stamped and signed by the authorized signatory on letterhead of Firm]

Annexure-I

The following Documents to be submitted with Technical bid

Documents listed in the following check list may be submitted along with the technical bid.

SN	Description of requirement	Yes/No	Page No
1) (a)	<b>Firm Registration and Location:</b> The bidder must be registered with either ICAI (Institute of Chartered Accountants of India)/ICWAI (Institute of Cost Accountants of India). The firm should have an office located in the Delhi NCR (National Capital Region). A recent firm registration certificate with ICAI, showing the office address, must be attached.		
(b)	<b>Experience and Personnel:</b> The firm must have at least 5 years of experience in the relevant field as on 31st March, 2024. The firm must have a minimum of 2 active partners and 2 professionally qualified employees (ICWA/CA/MBA-Fin.) meaning the total number of qualified professionals in the firm should be at least four.		
(c)	<b>Financial Criteria:</b> The firm's <b>average annual turnover</b> for the last three financial years (ending 31st March 2024) must be <b>not less than ₹10 Lakh</b> . Proof of turnover (financial statements or certificates) for the past three years must be attached.		
(d)	<b>Experience with Government and Public Sector:</b> The firm should have satisfactorily executed similar services to Central Government/State Government/PSU/ corporates during the last three years (2021-22, 2022-23, and 2023-24) as under:  <ol style="list-style-type: none"> <li>1. Three similar completed services, each costing not less than ₹6 Lakhs, or</li> <li>2. Two similar completed services, each costing not less than ₹7.50 Lakhs, or</li> <li>3. One similar completed service, costing not less than ₹12 Lakhs.</li> </ol> <b>Letters of satisfaction</b> from the organizations confirming the execution of the assignments should be provided.		
2)	Copies of the Balance Sheet and Profit & Loss Account for the last three years, duly certified by a Chartered Accountant (CA).		
3)	A copy of the Registration Certificate or Allotment Letter of the GST number, if applicable		
4)	A copy of the Registration Certificate or Allotment Letter of the PAN issued by the Income Tax Department.		
5)	List of Arbitration cases (if applicable)		

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6)	Acceptance of the attached terms and conditions: Each page of the tender documents, including the terms and conditions, must be duly signed as a token of acceptance and submitted as part of the tender submission.		
7)	The bidder shall provide an undertaking stating that there is no police case pending against the proprietor, firm, or parties concerning any previous service contracts.		
8)	Declaration by the Tenderer: "I/We, the undersigned, hereby certify that before signing this tender, I/We have read and fully understood all the terms and conditions outlined herein, and undertake to abide by them."		
9)	A copy of the Bid Security Deposit proof must be submitted along with the tender.		
10)	The bidder is exempted from submitting the Bid Security as per the applicable guidelines. Registration Certificate is attached as proof of exemption.		

**(Signature of Tenderer with seal)**

**Name:**

**Seal:**

**Office Address:**

**Date:**

**Phone No (O):**

**NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the information above may render the bid to be rejected.**

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**[To be stamped and signed by the authorized signatory on letter head of Firm]**

**Annexure-II**

**Undertaking**

We hereby confirmed that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s) / information is false, forged or fabricated.

We hereby confirm that our Bid complies with the total technical- commercial requirements/ terms and conditions of the Bidding Document

We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'. We hereby confirm that any partner / Director of the entity have not been convicted in any disciplinary proceedings / criminal case by regulatory authority (ies)/ court in connection with professional work. We further confirm that, we have not been in negative list / blacklisted by any Public Sector Undertaking / Government Organization / CCIC. We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any noticed in future, our Bid may be rejected / terminated.

We hereby confirm that we have gone through and understood the Bidding Document and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

Date:

Signature with seal of the firm

Place:

Name & Full address:

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Annexure-III

**FINANCIAL BID**  
**(On the Letter head of the Firm)**

Date:

To  
**The A.G.M (Finance)**  
**CCIC OF INDIA LIMITED**

Sir,

I/We hereby submit our **Financial Bid** for undertaking the **Outsourcing of Accounting, Payroll, Taxation work**, etc., and certify that I/We have understood the scope of work, terms, and conditions outlined in the bid documents of the Corporation, as detailed below:

SLNo.	Description	A	B		C
		Fees in INR	GST @		Total in INR (A+B)
			Rate	Total Tax	
1.	<b>Onetime Fees:</b> <b>Preparation of Accounting Manual and implementation</b>				
2.	<b>Monthly Fees:</b> <b>Fees per month in INR for entire scope of Services including all except (1) above.</b>				
<b>Annual Contract Value for (2) [(C x 12)] = Rs.</b>					
<b>Rupees In Words:</b>					

1. The Price quoted above in Column A shall be for entire scope of Services including all in station out of pocket expenses, travel expenditures, if any for site visits etc.
- 2, If Corporation desired that the services are required for outstation, the equivalent Railway fare of AC 3 tire and fooding and lodging be provided for maximum of Two person and the costs will be reimbursed on prior approval of CCIC.
3. Total applicable GST is to be quoted in Column B with rate of GST.
4. Any charges levied by the Tax Authorities such as return uploading fees etc. which cannot be termed as "Service to CCIC" shall be reimbursed to the firm on actual basis i.e. on production of necessary

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proof of such payment. It may be noted that except, as provided in the clause, no other charges shall be paid by CCIC from those quoted in the financial bid duly accepted and approved by CCIC.

Date:

Signature with seal of the firm

Place:

Name & Full address:

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Annexure-III AGREEMENT

(To be signed on non-judicial stamp paper)

This Agreement is made on \_\_\_\_\_ between CCIC (hereinafter referred to as "CCIC" of the one part) and \_\_\_\_\_ (hereinafter referred to as "the Firm" of the other part). WHEREAS; CCIC is desirous of outsourcing the Accounting Job Work for its Head Office in New Delhi and branches at Hyderabad and Kevadia. The CA firm/ICWA firm has agreed to render such services at the aforementioned locations unless otherwise decided to shift the services to a different location.

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

2. This agreement is valid for the period commencing from \_\_\_\_\_ to \_\_\_\_\_, both days inclusive.
3. The firm shall relieve CCIC (the first part) of all responsibilities concerning the upkeep and performance of the Accounting Job Work, ensuring that the services are carried out to the satisfaction of CCIC (the first part).
4. The Firm shall provide services to CCIC as required to ensure the smooth functioning of its operations. These services shall be rendered as per the terms and conditions outlined in the tender, and shall be provided as needed from time to time.
5. The firm shall be solely responsible for ensuring compliance with the provisions of various Labour, Industrial, and any other applicable laws, along with all statutory obligations related to the personnel deployed at CCIC. CCIC shall bear no liability in this regard. Additionally, CCIC shall not be held liable in the event of the death of any person deputed by the CA firm/ICWA firm, whether occurring within or outside the CCIC premises.
6. The Firm shall be solely responsible for any accident, medical, or health-related liability or compensation for the personnel deployed by it at CCIC. CCIC shall bear no liability in this regard.
7. Any violation of the instructions or terms of the agreement, or suppression of facts, shall result in the immediate cancellation of the agreement, without any reference or notice period.
- 8 The contract may be terminated by either party with a three-month notice period.
9. In the event of non-compliance with the terms of the contract, CCIC reserves the right to: a. Cancel or revoke the contract, and/or b. Impose a penalty of up to 10% of the total annual value of the contract, in addition to the forfeiture of the Security Deposit and any remaining unpaid bills.
10. The personnel deputed by the firm shall not claim to be employees of CCIC, and there shall be no employer-employee relationship between CCIC and the individuals engaged by the CA firm/ICWA firm for deployment at CCIC.
11. There shall be no increase in the rates payable to the firm during the contract period.

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12. The firm agrees to comply with the annexed terms and conditions, along with any amendments made thereto from time to time.
13. The decision of CCIC regarding the interpretation of the terms and conditions of the Agreement/tender document shall be final and binding on the firm.
14. In the event of any dispute between the firm and CCIC, the decision of CCIC shall be final. However, all matters concerning jurisdiction shall be subject to the local courts located in New Delhi.
15. The firm shall ensure that no loss or damage is caused to any property of CCIC due to the lapse in performance by the personnel deployed by the firm. In the event of such loss or damage, the firm shall be responsible for compensating the CCIC. In this regard, CCIC reserves the right to deduct the appropriate amount from the firm's bill to recover the loss, in addition to the imposition of a penalty. In case of any deficiencies or lapses on the part of the personnel deployed by the firm, CCIC shall have the right to terminate the contract immediately or take any other action, without the need to provide any reason.
16. For the services outlined above, CCIC agrees to pay the firm a consolidated annual remuneration of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_). The Firm shall submit its bills on a quarterly basis. The amount of Rs. \_\_\_\_\_ to be paid to the Firm includes all expenses incurred by the firm towards, including but not limited to emoluments of the accounting personnel, their personal requirements, conveyance, transport charges, etc. and periodic inspections by the contractor's officers, other liabilities under various legislations and any incidental charges.
17. All applicable taxes shall be deducted from the payment of the bill, unless exempted under relevant laws.
18. The Firm shall be fully responsible for ensuring compliance with all applicable Chartered Accountant/Cost Accountant laws in force, as well as any other relevant Government Orders.
19. The firm shall, at all times, indemnify and keep indemnified CCIC against any claim arising from the disability or death of any of its personnel while providing services, whether within or outside the premises of CCIC or any other premises related to CCIC. This indemnity shall cover any claims made under the Workmen's Compensation Act, 1923, or any other applicable laws or statutory modifications thereof, for or in respect of any claim for damage or compensation resulting from any accident or injury sustained by any working or other personnel of the firm. The firm shall also be responsible for any claims, damages, or compensation under labour laws or other applicable laws or rules, whether made by a person in the employment of the firm or not, who provides or has provided the services.
20. The firm shall, at all times, maintain the confidentiality of any data in its possession and shall not share, disclose, or use it for any purpose other than as expressly permitted under the terms of this agreement.
21. In the event of any dispute, the decision of the Managing Director (MD) of CCIC shall be final and binding.

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22. In case of any dispute arising out of this agreement or the interpretation of any clause, the courts in Delhi shall have exclusive jurisdiction to try and decide the matter.

23. The Tender document as a whole shall also be part of this agreement. IN WITNESS WHEREOF both the parties have set and subscribed their respective hands with their Seal in Mumbai in the presence of the witness.

23. The Tender Document as a whole shall also form an integral part of this Agreement. IN WITNESS WHEREOF; both parties have hereunto set and subscribed their respective hands and seals in Mumbai, in the presence of the following witnesses.

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**Benefits to Micro and Small Enterprises**

- 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.
- 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.

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- 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 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.