

Tender-Chartered Accountant 2025-26



C.G. RAJYA BEEJ EVAM KRISHI VIKAS NIGAM LTD.

Sardar Vallab Bhai Patel Bhawan, Mandi Board Sec- 24

Nava Raipur [Chhattisgarh]

Pin Code- 492 006 Fax & Phone No: - 0771-4046039, 4212204

Email ID- cgbkvn_homs@yahoo.co.in

8L

E-TENDER (E-Bidding) DOCUMENT

**For Supply of
Chartered Accountant Services for GST & Income Tax Compliances &
Internal Audit**

IN THE STATE OF CHHATTISGARH

FOR F.Y. 2025-26

To be submitted online as per schedule mentioned.

Tender fess 2000+18% GST 360 Total = 2360/- Account Number- 39900628740 IFSC Code – SBIN0005194

This document is confidential & intended solely for the use of the entries addressed. Any use dissemination , forwarding printing or copying of this document without prior permission of C.G.Rajya Beej Evam Krishi Vikas Nigam Ltd. is strictly prohibited.

NIT

Notice Inviting tender—The Managing Director, C.G. Rajya Beej Evam Krishi Vikas Nigam invited online tender for the supply of Chartered Accountant Services from eligible Firm those who full fill the eligibility criteria as regarding for particular item mentioned.

Index

| S. No. | Particular | Page No. |
|--------|------------------------|----------|
| 1 | Schedule of Tender | 03 |
| 2 | Scope of Work | 04 |
| 3 | Eligibility Conditions | 05 |
| 4 | Financial Bid | 06 |

“The Bidder must read carefully entire Tender Document from the beginning and has to declare that gone through and accept all the clause and conditions”

The block contains four handwritten signatures in blue ink. From left to right, they are: a stylized signature, a signature that appears to be 'A', a signature that appears to be 'P', and a signature that appears to be 'R'.

C.G. RAJYA BEEJ EVAM KRISHI VIKAS NIGAM RAIPUR (C.G.)

1- Schedule of Tender:

| S. No. | Descriptions | Tentative Schedule |
|--------|---|--------------------------------|
| 1 | Opening Date & time for Submission of bid | Date 06/05/25 Time 01:30 PM |
| 2 | Date & time for Closing of bid | Date 27/05/25 Time 02:30 PM |
| 3 | Date & time of Technical Bid | Date 28/05/25 Time 11:30 AM |

2. INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender form/bidder documents may be downloaded from the GeM portal. Online submission of Bids through GeM portal is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenderers/bidders are requested to visit the GeM portal regularly. Any changes/modifications in Tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. Nigam reserves the right to accept or reject any or all the tenders.
4. Bidder should submit a hard copy of the Bid document along with all technical documents to the Undersigned on or before the last date of bids submission.
5. Tender Value + - 5% is Rs. 800,000.00 (Eight Lac only) Earnest Money Deposit (EMD) of Rs. 8,000.00 (Rupees Eight Thousand Only) must be deposited in the form of RTGS/NEFT in favour of the C.G.Rajya Beej Evam Krishi Vikas Nigam Ltd to Bank Name- State Bank Of India Branch – Telibandha Raipur Account Number- 39900628740 IFSC Code – SBIN0005194 of Nigam as below :-
If a firm intends to claim EMD exemption, appropriate documents (Competency Certificate) must be uploaded on the portal.
6. An amount @ 3% of the successful bid amount is to be deposited by the selected firm as Performance Security Deposit in form RTGS/NEFT in favor of the C.G.Rajya Beej Evam Krishi Vikas Nigam Ltd to Bank Account Number of Nigam as below :-
In the event of non-deposition of the same, the earnest money will be forfeited. No interest on Earnest Money (EMD) and Performance Security Deposit shall be paid by the Beej Nigam to the Vendor.
7. Rates are to be quoted on lump sum yearly basis (For all 5 units combined) . However, bill/invoice will be raised on quarterly basis by the firm.
8. Initially the tenure will be for 1 year and after satisfactory services tenure may be extended by 6 months as per mutual consent of both parties.
9. Tender fee 2000+(18% GST Rs.360.00) Total = Rs. 2360/- Deposited in Bank Account. Bank Name- State Bank Of India Branch – Telibandha Raipur, Account Number- 39900628740 IFSC Code – SBIN0005194

(2) SCOPE OF WORK

(GST & Income Tax Assignment for 5 Units each having Separate GSTN, GST TDS & Income Tax TAN Numbers)

DETAILED WORKLIST FOR HEAD OFFICE, CHAMPS, RTE, PPP, E-KRISHI total 5 Units

(A) GST/INCOME TAX CONSULTANT :-

On basis of Tally data received from all 5 units :

- a) Monthly GSTR-1 preparation & filling.
- b) Monthly GSTR-3B preparation & Filling.
- c) Monthly GSTR-7 preparation & Filling.
- d) E-invoice preparation for Tender fees/Inspection Charges Received on every 1-3 days.
- e) Quarterly Income Tax TDS Return Form 24Q preparation & Filling.
- f) Quarterly Income Tax TDS Return Form 26Q preparation & Filling.
- g) Income Tax calculation of all HO employees on yearly basis for Final TDS deduction during Feb & March.
- h) Assistance in Budget Finalization.
- i) Advance Tax Calculation checking on quarterly basis.
- j) Consultancy on Income Tax as and when required.
- k) Consultancy on GST & Income Tax as and when required.

(B) Other Work :

- a) Attending Meetings at Head office towards related Taxation matters.
- b) Reply to Letters received from various Govt Deptt, CAG.
- c) Audit reply of CAG observation/query.
- d) Reply to GST Notices and attending GST Officers Personally.

(C) Annual GST Return. Form GSTR-9 & GSTR-9C of all 5 units.

(D) Filling of Income Tax Return of Beej Nigam.

(E) Handle Income Tax Scrutiny cases if required.

(F) Preparation of reply to final CAG audit comment received from delhi and reply to statutory auditor observation on behalf of Beej nigam to be submitted with Director's report.

(G) Internal Audit of ALL 5 Units

- 1- Head office
- 2- E- Krishi
- 3- Champs
- 4- RTE
- 5- PPP



3. Technical Proposal Evaluation Criteria :

1) MINIMUM ELIGIBILITY CRITERIA FOR TECHNICAL BID

The technical Bid should contain the following information supported by required documents. Bidders must ensure to upload the documentary proofs to substantiate the minimum eligibility criteria mentioned below in their technical bid, otherwise the bid shall not be considered for evaluation:

| Sl.No. | Minimum Eligibility Criteria |
|--------|--|
| 1 | Minimum 10 Years of Firm's Existence as per ICAI Certificate. |
| 2 | The CA Firm must have 3 full Time Partners associated with the firm (As per Certificate of ICAI as on 01.01.2025) i.e. Out of which Minimum 2 partners should continue to be a fellow member. |
| 3 | Minimum 3 years of experience in conducting Tax Consultancy work including filing of tax returns / internal audit are necessary out of which working experience in at least one government organization/department (Central PSU/State PSU/Govt. Authority/Autonomous body) is mandatory. |
| 4 | The CA firm should have Average Annual Turnover (for 3 Years) minimum of Rs. 25 lakh |
| 5 | The CA Firms should have its Head Office in Chhattisgarh & branch office in Raipur, so that the firm can attend the important notices of GST/Income Tax at short notice. |
| 6 | The CA Firm should be empanelled by the Comptroller & Auditor General of India (C&AG). |

2. Enclosure : 1) ICAI Firm Certificate as on 01.01.2025.

- 2) Firm's Bio-Data.
 - 3) Firm Pan Card Copy.
 - 4) Firm GST Registration Copy.
 - 5) Work order copy for experience in Tax Consultancy.
 - 6) Copy of profit & Loss account for Fy 2023-24.
 - 7) Copy of C& AG empanelment letter.
 - 8) Copy of NEFT/RTGS towards EMD Deposit.
- (All documents should be self certified by any partner)

9 5P 4

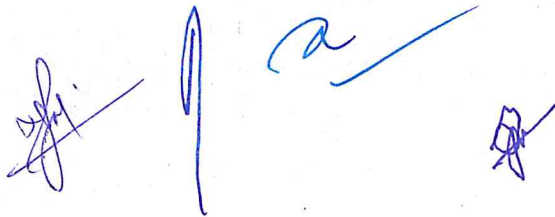
(4) Financial Bid

OFFER RATES FOR Chartered Accountant (F.O.R. Destination)

| Sl. No. | Item | BASIC RATE (IN RS.) | GST % | RATE INCLUSIVE GST/ IGST as applicable (IN RS.) |
|---------|---|---------------------------|----------|---|
| 1 | GST & Income Tax assignment for 5 Units each having Separate GSTN, GST TDS & Income Tax TAN Numbers. Professional Fees for Financial year 2025-26 | | | |

NOTE : 1) FEES QUOTED ABOVE WILL INCLUDING ALL EXPENSES, NO TA/DA OR ANY OTHER EXPENSES WILL BE PAID SEPARATELY.

2) As per rules framed out by the Institute of Chartered Accountant of India, minimum yearly fees for above work will be Rs. 5,00,000/- (Rs. Five Lakhs only) yearly excluding GST, which will be paid extra as per applicable rates.



End



List of categories where trials are allowed:

- Simulators
- Ship's propulsion machinery, radars and sensors, navigation equipment, communication equipment, RO plants, compressors, cranes, boats, Pilotless Target aircraft, pumps, dehumidifiers etc.
- Aircraft engine/generator/flight deck equipment/air conditioning system/radars
- Tank engine/ generator/ air conditioning system
- Bullet Proof Helmet, Bullet Resistance Jacket
- Drones
- All-Terrain Vehicles (ATV)
- **Communication Equipment for Defense:**
 - Radio Sets:**
 - HF/VHF/FM Manpack Radio
 - Vehicle Radio Set
 - Tactical Communication Systems:**
 - Software Defined Radio (SDR) Systems
 - VHF/UHF Tactical Communication Systems
 - Handheld Satellite Phones (e.g., Iridium)
 - Combat Net Radio (CNR) Systems
 - Satellite Communication Systems:**
 - Very Small Aperture Terminal (VSAT) Systems
 - Satellite Phones
 - Mobile Satellite Communication Systems
 - Command and Control Systems:**
 - Battlefield Management Systems (BMS)
 - Tactical Data Links
 - Encryption Devices (e.g., VINBAX)
 - Surveillance and Reconnaissance Communication:
 - Unmanned Aerial Vehicle (UAV) Communication Systems
 - Ground Control Stations (GCS) for UAVs
 - Remote Video Terminals (RVTs)
 - Electronic Warfare (EW) Communication:**
 - EW Communication Jamming Systems
 - Communication Intelligence (COMINT) Systems
 - Network Infrastructure:**
 - Field Deployable Communication Nodes
 - Tactical Communication Switches
 - Mobile Communication Shelters
 - Navigation and Positioning Systems:**
 - GPS Receivers
 - Navigation Systems for Vehicles and Personnel
 - Specialized Communication Equipment:**
 - Underwater Communication Systems
 - Special Forces Communication Gear
 - Mountain Warfare Communication Equipment
- Contamination Monitor

- Fiber Reinforced Plastic Boat with Motor (RIBs)
- Bukhari Improved Version
- Fire Fighting Equipment's as per DGQA specifications
- Victim Location System with Breaching System
- HDPE Boats
- Pontoon Boats
- Medical equipment
- **Engineering and Mining Equipment for Bomb Disposal Units:**
- Modular protection vehicles
- High Altitude Clothing including Snow Boots