

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	05-06-2025 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	05-06-2025 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Information And Broadcasting
Department Name/विभाग का नाम	Ministry Of Information And Broadcasting
Organisation Name/संगठन का नाम	Prasar Bharati Broadcasting Corporation Of India
Office Name/कार्यालय का नाम	Doordarshan Commercial Service
क्रेता ईमेल/Buyer Email	pramod.singh@prasarbharati.gov.in
Item Category/मद केटेगरी	Manpower Hiring for Financial Services - Onsite; Chartered Accountant
Contract Period/अनुबंध अवधि	2 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	30 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
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,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

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	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	1424000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

#### EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	28480

#### ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	30

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). 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 :

PB, DCS

Prasar Bharati, Doordarshan Commercial Service, Doordarshan Bhawan - Tower A, Copernicus Marg, New Delhi (Pb, Dcs)

#### MII Compliance/एमआईआई अनुपालन

1. 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.

2. 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.

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

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :**

commercial bid - [1745904494.xlsx](#)

**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**

**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):3**

**Service provider must have a dedicated team of required manpower of XX for the project5**

**Scope of Work:**[1745923805.pdf](#)

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Past work other than Govt. (Bidder must have GST related work experience in other than Govt. department i.e. corporate companies.)	35	26.25	<a href="#">View File</a>

Past work in Govt. Department (Bider must have GST related work experience in Govt. department i.e. central Govt., state govt., PSUs etc)	35	26.25	<a href="#">View File</a>
Man Power profile (Sufficient and skilled Man power with necessary educational qualification should be available in the CA Firm to handle huge and voluminous data)	30	22.50	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 75**

**QCBS Weightage(Technical:Financial):70:30**

**Presentation Venue:**DCS, Doordarshan Bhawan-Tower A, Copernicus Marg, New Delhi

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
20-05-2025 12:00:00	Doordarshan Commercial Services, doordarshan bhawan (tower A), copernicus marg, new delhi

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

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Deployment Location	Onsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Indian Accounting Standards (Ind AS)
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	3 - 5 Years
<b>Addon(s)/एडऑन</b>	

**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
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of manpower deployed	Additional Requirement/अतिरिक्त आवश्यकता
1	Seema Singh	110001,Doordarshan Commercial Service, Ground Floor, Tower- A Doordarshan Bhawan, Copernicus Marg, New Delhi.	1	<ul style="list-style-type: none"> <li>Number of Months : 24</li> </ul>

## 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. Service & Support

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

### 3. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

PB, DCS  
payable at  
New Delhi

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

### 4. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

### 5. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

### 6. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

### 7. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

### 8. Past Project Experience

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any

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

## 9. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

## 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. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of

Work.

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

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

This Bid is governed by the [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 कार्यवाई का आधार होगा।

**---Thank You/धन्यवाद---**

**Subject: - Scope of Work for HIRING OF CA FOR GST & IT TDS RELATED Work of DCS**

**Brief description:**

Filing of all GST Returns, hand holding & other GST related work for SNO Doordarshan Delhi and its attached units/offices and IT TDS returns for DDO DCS, initially for a period of Two years from the date of award of the work (extendable for a further period of One year as may be decided by the Competent Authority on the same terms and conditions subject to satisfactory performance).

This work shall include the following, but not limited to:

1. **Filing and Reconciliation:**

○ **Monthly GST Returns (GSTR-1, GSTR-3B , GSTR-7 & GSTR-6):**

SNO	Work
1.	<ul style="list-style-type: none"><li>○ <b>Monthly GST Returns (GSTR-1, GSTR-3B, GSTR-7 &amp; GSTR-6):</b> Accurately file and ensure proper reconciliation of outward and inward transactions.</li><li>○ <b>Annual GST Returns (GSTR-9 &amp; GSTR-9C):</b> Prepare and file, including ensuring all information from GSTR-1, GSTR-3B is correctly reported.</li><li>○ <b>Reconciliation:</b> Reconcile invoices reported by DDOs (3500-4000 approx. per month) with GSTR-2A/GSTR-2B and resolve mismatches.</li><li>○ <b>Input Tax Credit (ITC) Verification:</b> Ensure all eligible ITC is claimed and verify with the GST portal's reports.</li><li>○ Filling of Letter of Undertaking (LUT) under GST</li><li>○ Advices in respect of Inter-unit GST transactions</li><li>○ To ensure and assist of DCS on regular basis that <b>E-invoices are being generated successfully.</b> Furnish report on monthly basis to GST in respect of e-invoices generated/not generated.</li><li>○ Update details of <b>signatories/authorities on the GST Portal</b> as when required.</li></ul>
2.	<b>GST Payments and Compliance:</b>



	<ul style="list-style-type: none"> <li>○ <b>GST Payments:</b> Generate and manage challans for the payment of GST on behalf of Doordarshan, ensuring timely payments.</li> <li>○ <b>E-Way Bills:</b> Prepare and manage E-Way bills when applicable.</li> </ul>
3.	<b>Advisory Services:</b> <ul style="list-style-type: none"> <li>○ <b>Legal Advisory:</b> Provide advice on compliance with GST laws, including handling Notices from GST authorities (e.g., Show Cause Notices, GST ASMT-10), and managing responses or appeals as necessary.</li> <li>○ If any notice/query is served to Doordarshan by GST authority then it will be the duty of the consultant to resolve the issue without charging any extra remuneration. Further, The CA firm may assist to SNO for replying notices/Show cause notices/Queries served to Doordarshan by GST authority for their period even after completing their contract without extra remuneration.</li> <li>○ <b>Tax Planning:</b> Advise on tax-saving strategies and available exemptions, deductions, and rebates under the GST regime.</li> <li>○ <b>Regulatory Updates:</b> Regularly update the team on changes in GST regulations that could affect Doordarshan.</li> </ul>
4.	<b>Audit and Documentation:</b> <ul style="list-style-type: none"> <li>○ <b>Audit Services:</b> Conduct GST audits of state nodal units of Doordarshan Delhi and its attached Drawing and disbursing officers(DDOs) of Delhi a under GST provisions, ensuring compliance with all rules and regulations.</li> </ul>
5.	The CA firm must provide assistance during the GST Inspection to address the query raised by the GST inspection team and also during GST Audit by the GST Department as and when required.
6.	<ul style="list-style-type: none"> <li>○ <b>Record Maintenance:</b> Assist in maintaining all prescribed GST-related records, ensuring they are readily available for audits or inspections.</li> <li>○ The CA firm will be required to visit and attend meetings for discussion with senior officers as and when required at DCS/GST cell office of DG:Doordarshan.</li> </ul>
7.	<b>Ongoing Support:</b> <ul style="list-style-type: none"> <li>○ <b>Compliance Monitoring:</b> Monitor GST compliance to ensure that all required filings and audits are done on time.</li> <li>○ <b>Training &amp; Handholding:</b> Provide necessary training to Doordarshan staff, as well as handholding during the initial phase of the project, ensuring smooth operations.</li> </ul>

DDO DCS

**IT- TDS related work of DCS**

- **Employee Tax Compliance**

- PAN-Aadhaar verification for staff members of DCS and reporting discrepancies.
- Monthly income tax deduction checks, TDS verification (as per Form 16 Part A), and investment proof verification (Form 12BB).
- Reconciliation of TDS data, including short deduction, short payment, interest on late payment, and invalid/inoperative PANs.

- **TDS Return Management**

- Data entry and tax calculation.
- E-filing of quarterly and annual TDS returns (Forms 24Q, 26Q, 27A/Q) for both salary and non-salary.
- Filing revised returns as needed.
- Performing any other TDS-related tasks.

- **Form 16/16A Processing**

- Monthly income tax deduction checks, TDS verification of vendors.
- Generation of Form 16/16A (salary and non-salary) for FY 2025-26.
- Downloading Parts A and B from the TRACES website.
- Verification, correction, and authentication of both parts of Form 16.

- **Audit & Regulatory Support**

- Assistance in statutory audits, CAG audits, and tax audits related to DCS activities.
- Support in filing responses to notices from the Income Tax Department and appeals if necessary.

- **Reporting & Compliance Checks**

	<ul style="list-style-type: none"> <li>• ITR filing compliance check for bulk PANs.</li> <li>• Monthly challan-deductee reconciliation with reports on mismatches, shortfalls, and excess payments.</li> <li>• Providing invalid PAN data before TDS return filing to avoid defaults.</li> <li>• <b>Communication &amp; Advisory</b> <ul style="list-style-type: none"> <li>• Regular updates on TDS rules and amendments.</li> <li>• Addressing employee and pensioner tax queries.</li> <li>• Advising and assisting with TDS-related submissions and appeals to tax authorities.</li> </ul> </li> </ul>
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[Note: The above-mentioned Scope of Work is illustrative and not exhaustive i.e. Terms of reference shall include providing professional assistance for all activities required for all the work relating to GST Rules/Sections and Subsequent Notifications as and when issued by GOI/CBIC.]

## II. Addressing notice/orders from GST authority

If any notice/query is served to Doordarshan by GST authority during the contract period then it will be the duty of the CA firm to resolve the issue without charging any extra remuneration. Further, concerned CA firm would be responsible for replying notices/Show cause notices/Queries served to Doordarshan by GST authority for related to their contract period even after completing their contract. Details of notice/orders received from GST authority in previous year:

Sr. No.	Work
1.	Reply for Show cause Notice and its defence before appropriate authority.
2.	Filing an appeal against the assessment order and its defence before appropriate authority.
3.	Issue of Audit Certificate for Net Advertising Revenue and Issue of Audit Commercial Revenue certificate for payment to BAARC.
4.	Furnishing information of companies and its directors from RoC as and when required.

## 2. Evaluation of the BIDS

The firm shall submit their proposal in two stage systems. The complete proposal shall contain a technical bid and commercial bid.

- a) The Evaluation of the bids will be carried out on QCBS model where weightage of the quality will account for 70% and weightage for the cost will account for 30%.
- b) Combined Bid Score (B) will be calculated for each bid using the following formula:

$$B = (C_{\text{low}}/C) * X + (T/T_{\text{high}}) * (1-X)$$

C= Offered Bid Price

C(low)= The lowest of all offered Bid Prices among responsive Bids

T= The total Technical Score awarded to the BID

T(high)= The technical Score achieved by the Bid that was scored highest among all responsive bids

X= weightage for the price as specified 30%

**4. Technical Bid shall contain the following documents:**

- i) Copy of Pan Card
  - ii) GST Registration Certificate
  - iii) Copy of ITR of last three financial years
  - iv) Annual Turn-over of last 03 years ( Minimum average Annual Turn-Over of the bidder (fore 3 Years) may be 200% of the estimated cost of the bid.
  - v) Experience Certificate of Past work in Tax Consultancy (GST).
  - vi) Experience Certificate of Past work in Govt. Department in Tax Consultancy (GST).
  - vii) CA firm may be CAG empanelled.
5. All the eligible bidders have to make presentation of their technical and creative offer 2 days after bid opening. The date and time of the presentation shall be communicated subsequently.
  6. The bids securing less than 75 marks shall not qualify and their offer shall not be considered further for financial ranking. Price bids of those bidder will be opened, who score 75 or more marks in technical evaluation

Criteria	Maximum Marks
Past Work other than Govt. (Bidder must have GST related work experience in other than Govt. department i.e. corporate companies.)	35

Past Work in Govt. Department (Bidder must have GST related work experience in Govt. department i.e. central Govt., State Govt. PSUs etc.)	35
Man Power Profile (Sufficient and skilled Man power (Necessary educational qualification) may be available in the CA Firm to handle such huge and voluminous GST data)	30

- **Past Work other than Govt-** Bidder must have GST related work experience in other than Govt. department i.e. corporate companies.
- **Past Work in Govt. Department-** Bidder must have GST related work experience in Govt. department i.e. central Govt., State Govt. PSUs etc.
- **Man Power Profile-** Sufficient and skilled Man power (necessary & essential educational qualification) may be available in the CA Firm to handle such huge and voluminous GST data.

#### 7. **Commercial Bid:**

The bidders shall submit the commercial bid as per details in the prescribed format Annexure.

- The Commercial Bid should be submitted separately.
- The bid shall include the total cost of Work i.e. Filing of monthly and annual GST returns and compliance of query raised by DD offices, Filing of IT TDS Return in r/o DDO DCS, Audit as mandate under GST Acts and rules therto, Addressing notice/orders from GST authority.
- The evaluation will be carried out based on the total cost of the offer. However Prasar Bharati will be free to drop any of the items from Sr. No. 1 to 2 or reduce or offering on pro rata basis at the time of award of work.

Further, **remuneration for item no. II will be paid on the occurrence basis**, if no notice will received no remuneration will be paid.

Sr. No	Scope of Work	Cost for the item
1	Filing of monthly and annual GST returns and compliance of query raised by DD offices and filkling of IT TDS Return in r/o DDO DCS as per scope of work under item no. I	
2	Addressing notice/orders from GST authority as per scope of work under item no. II	

Note: The above-mentioned Scope of Work is illustrative and not exhaustive i.e. Terms of reference shall include providing professional assistance for all activities

required for all the work relating to GST Rules and Subsequent Notifications as and when issued by GOI/CBIC.

**8. Terms and conditions for payment:**

The payment shall be made on submission of bill by the agency on quarterly basis after the successful filing of the returns for the said quarter. The final payment after deduction of applicable taxes shall be released on filing of annual return and mandatory audit certificate. All mandatory deductions of taxes shall be made as per rules. The payments shall be released subject to completion of the work detailed in the scope of work.

**EMD @2%** of Estimated Tender Value and **Performance Guarantee** in this regard **@3% of contract value (i.e. the fee for 24 months)** is required to be submitted. Bank Guarantee should be valid for further period of 6 month. BG should be favoring PB, DCS, New Delhi. You may visit DCS for signing of the agreement and for completing performance guarantee formalities.

## 2. Evaluation of the BIDS

The firm shall submit their proposal in two stage systems. The complete proposal shall contain a technical bid and commercial bid.

- a) The Evaluation of the bids will be carried out on QCBS model where weightage of the quality will account for 70% and weightage for the cost will account for 30%.
- b) Combined Bid Score (B) will be calculated for each bid using the following formula:

$$B = (C_{\text{low}}/C) * X + (T/T_{\text{high}}) * (1-X)$$

C= Offered Bid Price

C(low)= The lowest of all offered Bid Prices among responsive Bids

T= The total Technical Score awarded to the BID

T(high)= The technical Score achieved by the Bid that was scored highest among all responsive bids

X= weightage for the price as specified 30%

**Technical Bid shall contain the following documents:**

- i) Copy of Pan Card
  - ii) GST Registration Certificate
  - iii) Copy of ITR of last three financial years
  - iv) Annual Turn-over of last 03 years ( Minimum average Annual Turn-Over of the bidder (fore 3 Years) may be 200% of the estimated cost of the bid.
  - v) Experience Certificate of Past work in Tax Consultancy (GST).
  - vi) Experience Certificate of Past work in Govt. Department in Tax Consultancy (GST).
  - vii) CA firm may be CAG empanelled.
4. All the eligible bidders have to make presentation of their technical and creative offer 2 days after bid opening. The date and time of the presentation shall be communicated subsequently.
  5. The bids securing less than 75 marks shall not qualify and their offer shall not be considered further for financial ranking. Price bids of those bidder will be opened, who score 75 or more marks in technical evaluation

Criteria	Maximum Marks
Past Work other than Govt. (Bidder must have GST related work experience in other than Govt. department i.e. corporate companies.)	35
Past Work in Govt. Department (Bidder must have GST related work experience in Govt. department i.e. central Govt., State Govt. PSUs etc.)	35

Man Power Profile (Sufficient and skilled Man power (Necessary educational qualification) may be available in the CA Firm to handle such huge and voluminous GST data)	30
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- **Past Work other than Govt-** Bidder must have GST related work experience in other than Govt. department i.e. corporate companies.
- **Past Work in Govt. Department-** Bidder must have GST related work experience in Govt. department i.e. central Govt., State Govt. PSUs etc.
- **Man Power Profile-** Sufficient and skilled Man power (necessary & essential educational qualification) may be available in the CA Firm to handle such huge and voluminous GST data.

**Commercial Bid:**

The bidders shall submit the commercial bid as per details in the prescribed format Annexure.

- The Commercial Bid should be submitted separately.
- The bid shall include the total cost of Work i.e. Filing of monthly and annual GST returns and compliance of query raised by DD offices, Filing of IT TDS Return in r/o DDO DCS, Audit as mandate under GST Acts and rules therto, Addressing notice/orders from GST authority.
- The evaluation will be carried out based on the total cost of the offer. However Prasar Bharati will be free to drop any of the items from Sr. No. 1 to 2 or reduce or offering on pro rata basis at the time of award of work.

Further, **remuneration for item no. II will be paid on the occurrence basis**, if no notice will received no remuneration will be paid.

Sr. No	Scope of Work	Cost for the item
1	Filing of monthly and annual GST returns and compliance of query raised by DD offices and filking of IT TDS Return in r/o DDO DCS as per scope of work under item no. I	
2	Addressing notice/orders from GST authority as per scope of work under item no. II	

Note: The above-mentioned Scope of Work is illustrative and not exhaustive i.e. Terms of reference shall include providing professional assistance for all activities required for all the work relating to GST Rules and Subsequent Notifications as and when issued by GOI/CBIC.