

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	08-07-2025 11:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	08-07-2025 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	110 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Health And Family Welfare
विभाग का नाम / Department Name	Department Of Health Research
संगठन का नाम / Organisation Name	Indian Council Of Medical Research (icmr)
कार्यालय का नाम / Office Name	Icmr National Aids Research Institute
क्रेता ईमेल / Buyer Email	galange.ks@gov.in
वस्तु श्रेणी / Item Category	Financial Audit Services - Review of Financial Statements, Audit report, Financial Reporting Framework; Audit Firm, CA Firm, CAG Empaneled Audit or CA Firm
अनुबंध अवधि / Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	1 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC), Additional Doc 2 (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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
अनुमानित बिड मूल्य /Estimated Bid Value	150000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting

documents to prove his eligibility for exemption.

2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.

3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.

4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.

5. 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.

6. 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.

7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

8. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

9. 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.

10. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate:As per tender document

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:As per tender document

Number of full-time partners/experienced and qualified professionals in full time employment at

senior level with experience in handling similar or relevant projects:As per tender document

Number of partners/ qualified professionals in full time employment with DISA/CISA qualificationAs per tender document

Number of XX fulltime CA's required and YY professional audit staff:As per tender document

Financial Audit Services - Review Of Financial Statements, Audit Report, Financial Reporting Framework; Audit Firm, CA Firm, CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Audit report , Financial Reporting Framework
Type of Financial Audit Partner	Audit Firm , CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Compliance with law & regulations , Internal Control over Financial Reporting , Compliance with contracts
Type of Industries/Functions	Human Resource & Payroll , Purchase & Procurement , Cash and Bank Balance , Payables , Receivables , Fixed assets, depreciation and amortisation
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Jayashree Vilas Gadre	411026,Plot 73, G Block, MIDC, Bhosari, Pune 411026.	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 12

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

- Experience Certificate for the supply of the same to any Govt/ PSU/ any renowned private organisation along with Supply/ Purchase Order.
- If the agency is registered under MSME or NSIC, then EMD exemption certificate needs to be enclosed.
- 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

4. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

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:-

- 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.
- Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
- Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
- Creating BoQ bid for single item.
- Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
- Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
- Floating / creation of work contracts as Custom Bids in Services.
- 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)
- Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
- Seeking experience from specific organization / department / institute only or from foreign / export experience.
- Creating bid for items from irrelevant categories.

12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. 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.
17. 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 [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/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.

---धन्यवाद/Thank You---



icmr **NITVAR**
INDIAN COUNCIL OF
MEDICAL RESEARCH | NATIONAL INSTITUTE OF TRANSLATIONAL
VIROLOGY AND AIDS RESEARCH

आई सी एम आर - राष्ट्रीय ट्रांसलेशनल वाइरॉलॉजी एवं एड्स अनुसंधान संस्थान,
(भारतीय आयुर्विज्ञान अनुसंधान परिषद)
स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

ICMR – National Institute of Translational Virology and AIDS Research,
(Indian Council of Medical Research)
Ministry of Health and Family Welfare, Government of India

TENDER DOCUMENT
FOR HIRING OF CHARTERED
ACCOUNTANTANCY FIRM FOR AUDITING, ITR
AND RELATED SERVICE
AT
ICMR – National Institute of Translational Virlogy and
AIDS Research



The scope of work is as follows:

Core Services

1. **TDS Compliance**
 - Prepare and file **TDS returns** (Forms 24Q & 26Q), including rectifications if required.
 - Issue **Form 16** (for salaries) and **Form 16A** (for non-salaries) to employees/vendors.
2. **Income Tax Filings & Support**
 - Prepare **annual Profit & Loss Account** and **Balance Sheet** for Income Tax Return filing.
 - File various income tax returns and handle **refund processing**.
 - Manage **TDS appeals** to resolve outstanding demands.
3. **GST & Indirect Tax Compliance**
 - Register under **GST TDS**.
 - File **GST-TDS returns** (monthly/quarterly/half-yearly/yearly).
 - Prepare and file **regular/annual GST returns**.
4. **Audit & Project Accounting**
 - Vouchering and audit support for ~50 projects.
 - Complete audited **Receipt & Payment statements**.
 - Provide **audited Utilization Certificates** as required.

[?] In addition to the above, the firm, guides on updated rules and regulation in relation to Taxes/Duties in the following manner:

- (a) To file periodical returns to the appropriate authorities in time
- (b) To draft, plead and convey all the taxation/duties before the respective tax authorities and produce required documents to the authorities concerned
- (c) To attend our Institute frequently and explain/guide on all taxation/duty issues and help ICMR-NITVAR (Formerly NARI) on the above mentioned issues

Summary Table

Domain	Key Responsibilities
TDS	Return filings, Form 16/16A, demand resolution
Income Tax	P&L, balance sheet, return filing, refund processing
GST & Duties	GST TDS & regular returns, audit compliance
Audits & Vouchering	Project-level audits, utilization certificates
Advisory & Litigation	Compliance advisory, representation before authorities



आई सी एम आर - राष्ट्रीय ट्रांसलेशनल वाइरॉलॉजी एवं एड्स अनुसंधान संस्थान,
(भारतीय आयुर्विज्ञान अनुसंधान परिषद)
स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

ICMR – National Institute of Translational Virology and AIDS Research,
(Indian Council of Medical Research)
Ministry of Health and Family Welfare, Government of India

✦ Important Considerations

- The CA must have a registered office in Pune.
- Ensure timely filings and adherence to deadlines to avoid penalties

TERMS & CONDITIONS FOR PRE QUALIFICATIONS (TECHNICAL BID):-

1. Bidder's Profile (As in Annexure I) and Declarations as in Annexure II.
2. The Chartered Accountant firm must be registered with the Institute of Chartered Accountants of India (ICAI)
3. The Chartered Accountant firm should have been empanelled with the comptroller and Auditor General of India (C&AG)
4. The bidder should have a registered Office for similar services at Pune.
6. Self attested valid copy of CA certificate with the last three year balance sheet, Income Tax Returns and turnovers.
7. Detailed company profile with at least 3 (Three) years experience in the similar field of in Central Government/ State Government organizations /Government of PSUs/ Undertaking /Organizations with documentary evidence & Client List. The copies of experience certificate duly issued by the competent authority should be enclosed. No work order shall be considered.
8. Detail of Bank Account with Name of bank with address , Account Holder Name, Account Number, IFSC code etc.



Annexure I
BIDDER'S PROFILE

1.	Name of Tendering Company/ Firm / Agency (Attach certificate of registration)	
2.	Type of firm i.e. Proprietorship / partnership or company registered under company act 1956 (Attach Self Attested copy)	
3.	Name of proprietor / Director of Company/Firm/agency	
4.	Full Address of Registered Office with Telephone No., FAX No. & E-Mail	
5.	Full address of Operating/Branch Office with Telephone No., FAX No. & E-Mail	
6.	PAN / GIR/TAN No (Attach Self Attested copy)	
7.	GST Registration No. (Attach Self Attested copy)	

8. Self-Attested copy of experience certificate / certificates issued by the competent authority for the satisfactory work carried out in supplying of Printing material to Central/State Government/ Public Sector companies for two year or more during the last five years. The summary of that can be tabulated in the given format in chronological order:-

Sr.no	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. lakhs)	Experience certificate for the period From	Experience certificate for the period To

(If the space provided is insufficient, a separate sheet may be attached)

9. Additional information, if any (Attach separate sheet, if required)

- Name:
- Date:
- Place:

- Signature of authorized person
- Seal:



आई सी एम आर - राष्ट्रीय ट्रांसलेशनल वाइरॉलॉजी एवं एड्स अनुसंधान संस्थान,
(भारतीय आयुर्विज्ञान अनुसंधान परिषद)
स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

ICMR – National Institute of Translational Virology and AIDS Research,
(Indian Council of Medical Research)
Ministry of Health and Family Welfare, Government of India

ANNEXURE-II

DECLARATION REGARDING BLACKLISTING/ NON-BLACKLISTING FROM TAKING PART IN GOVT.TENDER BY DOT/GOVT. DEPT (On Bidder's Letter head)

I / We Proprietor/ Partner(s)/ Director(s) of M/S.-----
-----hereby declare that the firm/company namely M/S.-----
-----has not been blacklisted or debarred in the past by
NIIRNCD or any other Government organization from taking part in Government tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/S.-----
-----hereby declare that the firm/company namely M/S.-----
-----was blacklisted or debarred by ICMR-NITVAR, or
any other Government Department from taking part in Government tenders for a period of -----
years w.e.f.----- . The period is over on ----- and now the firm/company is entitled
to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be
rejected/cancelled by the Director, ICMR-NITVAR, Pune.

In addition to the above, Director, ICMR-NITVAR, Pune will not be bound to pay the bills for any
completed / partially completed work.

Signature -----

Date:

Name -----

Seal of the firm should be affixed.

Capacity in which signed:

Name & address of the firm: