

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	09-07-2025 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	09-07-2025 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Education
विभाग का नाम/Department Name	Department Of Higher Education
संगठन का नाम/Organisation Name	Education Secretariate
कार्यालय का नाम/Office Name	New Delhi
वस्तु श्रेणी /Item Category	Hiring of Consultants - Per Person Per Month Based - Tax Consultant; Finance & Accounts; CA; NA
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)	10 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
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Exemption for Turnover	Yes   Complete
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Exemption for 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) *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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों 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 विवरण/Bid Details	
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	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	300000
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
-------------------	----

#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

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

#### लाभार्थी /Beneficiary :

PAO  
New Delhi, Department of Higher Education, Education Secretariate, Ministry of Education  
(Pao)

#### विभाजन/Splitting

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

#### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
-------------------------------	-----

#### एमएसई खरीद वरीयता/MSE Purchase Preference

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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

**Specific Experience in Desired Field of Consultancy:**As per bid document

**Extendability of contract requirement:**As per bid document

**Penalties:**As per bid document

**Last 3 years average business revenue from consulting:**Up to 25 lakh

**Number of Consultants on payroll of firms:**5-50

**Number of projects completed in India having similar scope & size of proposed project under hiring:2**

**Scope Of work:**[1750222552.pdf](#)

**Profile of Consultants:**[1750222568.pdf](#)

**Hiring Of Consultants - Per Person Per Month Based - Tax Consultant; Finance & Accounts; CA; NA ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Consulting Category/ Stream	Tax Consultant
Consultant's Profile	Finance & Accounts
Indicative generic Qualification of consultants/ resources/ SME	CA
Proof of Concept (POC) Required	NA
Total Experience of Consultants/ Resources (in Years)	4 to 6 Year
Deployment of Consultants/Resource	Onsite
Certifications	NA
<b>एडऑन /Addon(s)</b>	
<b>अतिरिक्त विवरण /Additional Details</b>	
Required Expertise of Consultant in the Subject Matter/Sub-Sector	Tax Consultant; Finance & Accounts; CA
Required Educational Qualification of Consultants	CA
Position of the Consultant	Tax Consultant

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Consultants / SMEs	अतिरिक्त आवश्यकता /Additional Requirement
1	Pradeep Chhikara	110001,Room No. 424, 4th Floor, C-Wing, Shastri Bhawan, New Delhi.	1	<ul style="list-style-type: none"><li>Duration of Hiring of Consultant/SME in months During the Contract Period : 12</li></ul>

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

### 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. **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.

### 3. **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.

### 4. **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.**

### 5. **Service & Support**

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

### 6. **Payment**

**PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

### 7. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

Pay and Accounts officer (Education), Department of Higher Education  
payable at  
NEW DELHI

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

### 8. **Purchase Preference (State)**

**Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs from the State of Bid Inviting Authority having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal 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 / State of Bid inviting authority. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid 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 product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not

an MSE and MSE Seller (s) has / have quoted price within L-1+ 15 % of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 15 percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 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 seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

## 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:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
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---**

F. No.29-15/2021-S&S  
Government of India  
Ministry of Education  
Department of Higher Education  
S&S Section  
\*\*\*\*\*

**BID DOCUMENT**

Name of work: Tender for procurement of Hiring Services of Tax Consultant Firm for Ministry of Education at Shastri Bhawan, New Delhi – reg.

Last Date & Time of Submission	As per bid Specifications uploaded on GEM Portal
Date & Time of Opening of bid	As per bid Specifications uploaded on GEM Portal

**CONTENTS OF BID DOCUMENT**

S.No.	Description of contents	Remarks
1.	E-Tender Notice	
2.	Scope of work, Eligibility Criteria & Terms and Conditions and payment terms	Annexure-I
3.	Proforma for Technical Bid	Annexure-II
4.	Proforma for Financial Bid	Annexure-III
5.	Declaration	Annexure-IV
6.	Tender Acceptance letter	Annexure-V





**Annexure-I**

**2. SCOPE OF WORK, ELIGIBILITY CRITERIA & TERMS AND CONDITIONS AND PAYMENT TERMS;**

**SCOPE OF WORK:**

**A) Related to Income Tax- TDS**

- (i) To ensure compliance of timely E-filing of all the returns pertaining to Income Tax-TDS, GST-TDS, including E-filing of quarterly TDS returns pertaining to income tax deducted from salaries and TDS deducted from contractors. (24Q and 26Q, GST-TDS return).
- (ii) Feeding of data of I-Tax deduction of employees/contractors.
- (iii) Data for filing aforesaid return will be provided by Cash Section of Ministry of Education through soft copy/hard copy as required.
- (iv) To ensure timely generation of Form-16, 16-A. Generation of GST-TDS Challan and certificate/GSTR-7A or any other document mandatory required under aforesaid activities
- (v) Timely filing of correction/rectification/revision in monthly/quarterly returns in case of any incorrect entry or invalid/wrong PANs /GST Numbers or any other kind of error in any return of Income Tax-TDS, GST-TDS and GST matter.
- (vi) Appearing before the Income Tax/GST Authorities on case to case and providing assistance to file reply of Notice of Income Tax-TDS, GST-TDS and GST matters as and when required.
- (vii) Firm will suggest regarding the maintenance of books/ledgers required for Income Tax-TDS, GST-TDS and GST matters.
- (viii) In Ministry of Education there are approximately tentative 850 number of regular staff for which 24Q quarterly returns is to be filed and Form 16 are to be generated after the end of the FY. Approximately 55 numbers of contractors for which 26Q quarterly returns are to be filed.
- (ix) Any other work related to Income Tax which is not explicitly mentioned in the scope of work or may be introduced by the Government due to changes in the Taxation laws etc. will form the part of the scope of work.
- (x) During the contract period, no increase whatsoever will be given other than quoted rates.
- (xi) Any other work related to Income Tax as assigned by Ministry of Education whether or not it pertains to the period of engagement of the firm/consultant.
- (xii) Visit of the consultant/ authorized staff once or more in a month to guide on Income Tax related matters. No TA/DA etc. will be paid for this.

**B) Related to GST Matters: -**

- (i) To file online monthly/annual GST returns of the Ministry or any other return as required by the GST Authorities from time to time.

*AKS*

- (ii) Handling the input tax credit and ensuring proper maintenance of ITC register.
- (iii) Any matter related to foreign remittance for various activities.
- (iv) Consultation/advice on record, maintenance of applicable GST rates.
- (v) To maintain proper record of outward and inward supplies of Goods or Services and generation of GSTR-1, GSTR-2, and 3B etc.
- (vi) To provide guidance leading to full compliance of all rules and regulations of GST Laws and its implementation from time to time.
- (vii) Assistance in updating GST related portals including e-invoice portal and their related issues as required from time to time.
- (viii) Assistance in identification of invoices (outward and inward) which are not eligible for ITC.
- (ix) Visit of the consultant/ authorized staff once or more in a month to guide on Income Tax related matters. No TA/DA etc. will be paid for this.
- (x) Any other work related to GST as assigned by Ministry of Education whether or not it pertains to the period of engagement of the firm/consultant.
- (xi) Any other work related to GST which is not explicitly mentioned in the scope of work or may be introduced by the Government due to changes in the Taxation laws etc. will form the part of the scope of work.

#### **ELIGIBILITY CRITERIA**

- (i) The bidders quoting for any work, must be agencies offering total Tax support.
- (ii) The bidders' turnover should be at least Rs.10 Lakhs during the three preceding financial years viz, FY 2021-22, 2022-23 and 2023-24. A certificate from a chartered accountant on the turn-over from the activities defined above for the reference years may be submitted.
- (iii) Agency/Firm should be a single entity, registered as a Company, Partnership Firm under respective acts in India. The agency/firm should have their active and fully functional office or branch in Delhi.
- (iv) Agency/firm should be registered in India with appropriate Tax and other administrative authorities, & GST Registration.
- (v) Agency/Firm must have at least three years' experience of working as a Tax Consultant dealing with TDS matters in Govt. Departments.
- (vi) A self-declaration certificate to the effect that the firm has not been blacklisted/debarred from working in any Govt./undertaking anywhere in the country should be attached along with the bid.

#### **PERIOD OF CONTRACT:**

The Contract shall initially be for a period of one year and may be extended further for a period of two years of one year each subject to satisfactory performance, on the same terms and conditions. The rates quoted by the bidder shall remain unchanged. Ministry of Education, however, reserves the right to terminate the contract at any time without assigning any reason thereof by serving one month notice.



**TERMS AND CONDITIONS:**

- i) Copy of PAN No. and / or TIN No./GST No., etc., issued by the authority in the name of the proprietor/owner/ firm/company with self-attestation is required to be uploaded along with the Bid on the GeM Portal. The document to be uploaded should be legible. In case the uploaded documents are not readable, the tender cannot be examined and the bid of the said firm can be rejected.
- ii) The bidders are required to upload annual turnover certificate amounting to Rs.10,00,000/- for three financial years i.e. 2021-22 to 2023-24. The bidder seeking relaxation in turnover/EMD may furnish the valid documents in its support.
- iii) The bidders are required to upload work completion certificates for the last three years i.e. 2022 to 2024 and current year (upto April,2025) from Ministries/Departments, of the Govt. of India.
- iv) The bidders should upload the income tax return of last three financial years i.e. 2021-22 to 2023-2024 of their firm.
- v) The contracted agency will work under the direct supervision of the Under Secretary(Cash)/SO(S&S), M/o Education, D/o Higher Education.
- vi) The bidder shall abide by the provisions of all laws in force from time to time.
- vii) In all matters of dispute relating to this Contract, the decision of the Ministry shall be final and binding upon the agency.
- viii) The Ministry reserves the right to accept or reject any bid without assigning any reason thereof.
- ix) In case the services of the contracted agency are found un-satisfactory, the services of the agency will be terminated immediately, without any further notice or without assigning any reason and the decision of the Ministry will be binding on the agency.
- x) The successful tenderer shall be required to deposit 5% of the amount of the annual contract value as performance security in form of FDR from any Commercial Bank duly pledged in favour of PAO (Edu), Department of Higher Education, Shastri Bhawan within ten days of the acceptance of the tender. Non-compliance of the terms and conditions will result in forfeiture of the performance security. Similarly, non-acceptance of the contract by the successful tenderer will result in forfeiture of the earnest money.
- xi) The firm will not sublet or transfer any part of the contract.
- xii) Failure to comply with any statutory requirement and/or the terms of the agreement during the period of contract will result in termination of the contract and may attract punitive measures as per relevant Government of India rules.



**PAYMENT TERMS:**

- i) The payment will be released after end of each quarter, through PFMS.
- ii) The payments will be released against pre-receipted bills in triplicate accompanied with satisfactory performance certification of the deployed resources by the Ministry.
- iii) Payment will be made after submission of completed documents.
- iv) All payments to bidder will be made subject to deduction of TDS (Tax deduction at Source) as per the Income Tax Act and other taxes if any as per Government of India rules.

**PENALTY FOR NON-PERFORMANCE**

- i) If the Institute is not satisfied with the performance of the agency, a penalty of Rs. 1000/- per day will be levied for the said period which will be realized through the pending bills or by raising claims.
- ii) Performance security Deposit as mentioned above, is to be forfeited and credited to the clients account in the event of breach of contractual obligation by the agency, in terms of relevant contract.

3. Interested, persons/firms may submit their bid as prescribed above.

**(Name and signature of authorized person)**

*AKS*

**TECHNICAL BID**

Tender for procurement of Hiring Services of Tax Consultant Firm for Ministry of Education at Shastri Bhawan, New Delhi – reg.

<b>S.No.</b>	<b>Particular</b>	<b>Details to be uploaded</b>	<b>*Page No.</b>
<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
1.	Name & business address of the Agency/Firm		
2.	Trade License Registration No. (Attach copy)		
3.	PAN No. (Attach copy)		
4.	GST No. (Attach copy)		
5.	Annual Turn Over for the last three years 2021-22 to 2023-24 (Attach copy)		
6.	Experience for last 3 years (Attach copy)		
7.	Work/customers completion certificate alongwith cost of work year-wise in the similar service for the last three years (2022 to 2024) and current year upto April,2025 in Govt. Ministries/ Departments,		
8.	Whether firm has its own office in Delhi (attach valid address proof in the name of the firm)		
9.	Mobile No. & Email of authorized persons for all communications.		
10.	Bank details Name & Address of the Bank A/c No, IFC Code		
	Any other information, if any.		

**\*Indicating page number in column No.IV above is mandatory.**

Declaration by the bidder: - This is to certify that I/We before signing the tender and quoting the rates, have fully understood all the terms and conditions, scope of work and undertake myself/ over selves to abide by them.

**Date :**

**(Name and signature of authorized person with seal)**

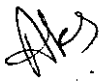


**Annexure-III****FINANCIAL BID**

<b>PARTICULARS REQUIRED</b>	<b>PARTICULARS GIVEN</b>
<b>NAME, ADDRESS AND CONTACT NUMBER OF THE FIRM</b> (Telephone No., Mobile No. and Email)	
<b>QUOTED LUMP SUM AMOUNT PER MONTH (In Rs.)</b>	<b>Rs.....</b> <b>In words:-</b> <b>(Rupees</b> _____ _____ _____

1. Rates must be inclusive of all types of charges and applicable statutory taxes and levies including GST.
2. The firm should not devise their own format or lay down any other conditions except lump sum amount. Conditional quotes are liable to be rejected.

**(Name and signature of authorized person with seal)**



**DECLARATION**

I/We \_\_\_\_\_, Proprietor/Partner/Director/ Authorized Signatory of \_\_\_\_\_ am/are competent to sign this declaration and execute this Bid document.

- (a) I/We have carefully read and understood all the terms and conditions of the Bid and hereby convey my/our acceptance of the same.
- (b) The information / documents furnished along with the above application are true and authentic to the best of my/our knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my/our Bid at any stage besides liabilities towards prosecution under appropriate law.
- (c) I/We have apprised myself fully about the job to be done during the currency of period of agreement and also acknowledge to bear the consequences of non-performance or deficiencies in services on my/our part.
- (d) My/Our Company/firm has done in past satisfactory/disciplined work and not blacklisted in past by any client.
- (e) I/We hereby undertake to furnish an unconditional and irrevocable Bank Guarantee or Demand Draft towards Performance Security, encashable/payable at New Delhi, in the manner set-forth in the "Instructions to Tenderers" and to commence the work at site within 15 days from the date of issue of Award letter.
- (f) I/We undertake to enter into and execute an agreement with Ministry of Education, Department of Higher Education in accordance with the conditions of contract.
- (g) Unless and until a formal agreement is prepared and executed, our tender-bid together with Ministry of Education, Department of Higher Education written acceptance thereof, shall constitute a binding contract between us.
- (h) I/We shall if so required, extend the validity of the offer for such period as may be mutually agreed upon.
- (i) I/We further agree that in the event of our withdrawing our tender bid prior to the receipt of the final decision from Ministry of Education, Department of Higher Education or in the event of our failing to furnish the Performance Security, in such form as prescribed in this tender or in the event of my/our tender bid being accepted and I/We fail to execute an agreement within the period specified by the competent authority to commence work, then I/We may be disqualified from bidding for any contract with Ministry of Education, Department of Higher Education for a period of one year from the date of notification.
- (j) Should our tender bid be accepted, I/We bind ourselves to be wholly and solely responsible for the due performance of the contract.
- (k) Should our tender bid be accepted, I/We undertake to perform the work in the Ministry of Education, Department of Higher Education at the price quoted in the tender bid during the stipulated contractual period of one year and strictly abide by the conditions of the tender.

Date:  
Place:

Signature of Owner/Managing Partner/Director  
Full Name:  
Company's Seal:

N.B.: Scanned copy of the above declaration should be duly signed, sealed and uploaded with technical bid.



**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date

To  
The Under Secretary to the Government of India  
Ministry of Education  
Department of Higher Education  
S&S Section, Room No.123-C,  
Shastri Bhawan, New Delhi

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work:- Tender for procurement of Hiring Services of Tax Consultant Firm for Ministry of Education at Shastri Bhawan, New Delhi

Dear Sir,

I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' for the web site(s) namely:

Tender for procurement of Hiring Services of Tax Consultant Firm for Ministry of Education at Shastri Bhawan, New Delhi as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_ to \_\_\_\_ (including all documents like annexure(s), schedule(s), etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totally / entirely.

5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

