

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	28-07-2025 11:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	28-07-2025 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Agriculture And Farmers Welfare
विभाग का नाम / Department Name	Department Of Agriculture Cooperation And Farmers Welfare
संगठन का नाम / Organisation Name	Protection Of Plant Varieties And Farmers Rights Authority New Delhi
कार्यालय का नाम / Office Name	New Delhi
वस्तु श्रेणी / Item Category	Financial Advisory Services - Onsite; Accounting Service
अनुबंध अवधि / Contract Period	3 Month(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, 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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है / Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes

**बिड विवरण/Bid Details**

बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b>	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	7
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	50000
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. 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.
2. 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.
3. 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.
4. 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.
5. 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**

**Scope of work to be uploaded by buyer:**[1752729441.pdf](#)

**Financial Advisory Services - Onsite; Accounting Service ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Onsite
Category of financial advisory service	Accounting Service
Sub-category of Financial Advisory Services	Reconciliation Work
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Chartered accountant , CA/ ICWA
Qualification of Professional/Resources required	ICWA , CA
Certification of Professional/Resources required	Accounting Knowledge
Total Experience of Professionals / Resources (In years)	5 - 7 Years

विवरण/ Specification	मूल्य/ Values
एडऑन /Addon(s)	
Post Financial Advisory Support	NA

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Uma Kant Dubey	110012,PPVFRA, Plant Authority Bhawan, near Harbhajan Enclave, Todapur, DPS Marg, New Delhi 110012	1	N/A

#### क्रता 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. 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:-

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 कार्यवाई 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---

## **Additional Terms and conditions**

**Subject: Engagement of Chartered Accountant/CA firm/Cost Accountants/  
Cost Accountants Firm for reconciliation of balances appearing in the books of  
accounts as on 31<sup>st</sup> March 2025 for grant released to centers**

Protection of Plant Varieties and Farmers' Rights Authority is a Statutory Body established under PPVFR Act, 2001 and nodal department is Department of Agriculture and Farmers' Welfare under the Ministry of Agriculture and Farmers' Welfare, Govt. of India.

Accounts are maintained at Head Office situated at Delhi in Tally accounting package.

Authority intends to engage a C.A./C.A. Firm/ Cost Accountant/ Cost Accountants Firm for reconciliation of balances appearing in books of accounts for grant released to centers. The C.A./C.A. Firm/ Cost Accountant/ Cost Accountants Firm so engaged shall be required to do the following functions:

- To reconcile the balances appearing as on 31<sup>st</sup> March 2025 in the books of accounts with the balances shown by the centers in their utilization certificates as on 31<sup>st</sup> March 2025.
- To suggest necessary rectification entries, to be passed in order to reconcile the balances.
- To prepare reconciliation statements from accounting record and utilization certificates received from the centers to identify the mismatch in balances.
- Relevant files will be provided, to locate utilization certificates received from the centers but not classified / wrongly classified or utilization certificates not received or fund released to center wrongly entered.
- To complete this assignment a total time of three months will be given from the date of awarding the work.

As on 31<sup>st</sup> March 2025 a total amount of Rs.15.64 crore is appearing in the books of accounts available with the centers released for conducting tests/Training Programme etc. The Authority is maintaining accounts at Head Office from financial year 2009-10 onwards, prior to this period only opening balances are available. As on 31<sup>st</sup> March 2025 there are around 250 testing centers and 140 training centers having outstanding balances some of them are duly reconciled.

**The C.A./C.A. Firm engaged with PPVFRA during the period 01-12-2021 to 31-08-2023 for providing services of accounting shall not be eligible for applying.**

**The C.A./ C.A. Firm/ Cost Accountant/ Cost Accountants Firm should be empanelled with Comptroller and Auditor General of India. (Self-attested copy should be attached).**

Chairperson, PPVFR Authority reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Authority.

Decision of Chairperson, PPVFR Authority shall be final for any aspect of the engagement of services. If any dispute arises between the parties as to the interpretation, implementation and operation of clauses, the matter shall be referred to a panel of arbitrators. The arbitration shall be conducted by three arbitrators. Each party shall appoint one arbitrator. Both parties shall appoint their arbitrator within the thirty (30) days of the commencement of the arbitration. Then both the arbitrators shall appoint the third arbitrator within the fifteen (15) days from their appointment. The award of the arbitrators shall be final and binding on the parties. The arbitration proceedings shall be

governed by the Arbitration & Conciliation Act, 1996 as amended from time to time. The venue/seat of the arbitration shall be at Delhi.

**TERMS AND CONDITIONS TO BE OBSERVED BY C.A./ C.A. FIRM/ COST ACCOUNTANT/ COST ACCOUNTANTS FIRM INTERESTED TO PROVIDE SERVICES FOR RECONCILIATION OF BALANCES APPEARING IN BOOKS OF ACCOUNTS FOR GRANT RELEASED TO CENTERS.**

1. The Chairperson, PPVFR Authority reserves the right to reject any or all quotations in whole or in part without assigning any reasons thereof. The decision of Chairperson, PPVFR Authority shall be final and binding on the CA/ CA Firm/ Cost Accountant/ Cost Accountants Firm.
2. The staff provided shall maintain confidentiality and discipline in the premises of PPVFR Authority, New Delhi.
3. The agreement is terminable with thirty days' notice by the Authority.
4. The C.A./ C.A. Firm/ Cost Accountant/ Cost Accountants Firm shall not sublet the contract to any other Firm.
5. The Firm or its Staff shall not misuse the premises allotted to them for any purpose other than the purpose for which the contract is awarded.
6. The staff so provided by the Firm under this contract will not be the employees of the Authority at any point of time and there will be no employer-employee relationship between the Authority and the persons so engaged by the Firm in the aforesaid services shall be employees of the Firm only for all purposes.
7. Payment will be made to C.A./ C.A. Firm/ Cost Accountant/ Cost Accountants Firm after completion of assignment and submission of bill.
8. No request for alteration in the rates once quoted will be entertained during the period the contract is in force.
9. TDS in respect of payment made to C.A./C.A. Firm/ Cost Accountant/ Cost Accountants Firm will be deducted by PPVFR Authority as per rules applicable from time to time.
10. The person deputed will be bound by office timings, duty of the PPVFR Authority. Frequent changes of the person should be avoided.
11. Any loss, theft or damage to the life and/or property of the PPVFR Authority and its employees shall be compensated for by the Firm if the cause of such loss, theft or damage is on account of default, negligence and/or lapse of the Staff deployed by the Firm.

**LIQUIDATED DAMAGES CLAUSES:**

12. Whenever and wherever it is found that the work is not up to the mark, it will be brought to the notice of the supervisory staff of the Firm by PPVFR Authority and if no action is taken, liquidated damages clause will be invoked. An amount equivalent to two days of contract amount subject to a minimum of Rs.1000/- will be levied as liquidated damages per day.