

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	27-08-2025 12:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	27-08-2025 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	60 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Power
विभाग का नाम / Department Name	Na
संगठन का नाम / Organisation Name	Eastern Regional Power Committee (erpc)
कार्यालय का नाम / Office Name	Kolkata
वस्तु श्रेणी / Item Category	Custom Bid for Services - Engagement of Chartered Account Firm for Book of Accounts and Tax Consultancy
समान श्रेणी / Similar Category	<ul style="list-style-type: none"> Financial Advisory Services Financial Audit Services Manpower Hiring for Financial Services Hiring of Consultants - Milestone/Deliverable Based
अनुबंध अवधि / Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	20 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	5 Year (s)
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	<p>Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC)</p> <p>*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</p>

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?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	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	500000
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

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26

(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 :

Member Secretary
Eastern Regional Power Committee (ERPC), Ministry of Power, Kolkata-700033
(Member Secretary)

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 (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. 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.
7. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**Buyer's Competent Authority Approval:**[1753101653.pdf](#)**GEM Availability Report (GAR):**[1753101683.pdf](#)**Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:**[1753101727.pdf](#)**Introduction about the project /services being proposed for procurement using custom bid functionality:**[1754459505.pdf](#)**Instruction To Bidder:**[1754459673.pdf](#)**Pre Qualification Criteria (PQC) etc if any required:**[1754459693.pdf](#)**Scope of Work:**[1754459715.pdf](#)**Payment Terms:**[1754459730.pdf](#)**Penalties:**[1754459930.pdf](#)**Quantifiable Specification / Standards of The Service/ BOQ:**[1754459941.pdf](#)**Project Experience and Qualifying Criteria Requirement:**[1754460073.pdf](#)**Educational Qualification including Profile of SME/Consultants /Professional Resources /Technical Resources if they are part of Project .:**[1754460078.pdf](#)**Any other Documents As per Specific Requirement of Buyer -1:**[1754460094.pdf](#)**Any other Documents As per Specific Requirement of Buyer -2:**[1754460101.pdf](#)**Pre Bid Detail(s)**

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
11-08-2025 15:00:00	2nd Floor Conference Hall, ERPC, 14, Golf Club Road, Tollygunge, Kolkata - 700033.

Custom Bid For Services - Engagement Of Chartered Account Firm For Book Of Accounts And Tax Consultancy (1)**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Engagement of Chartered Account Firm for Book of Accounts and Tax Consultancy
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addon(s)	

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 / The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	अतिरिक्त आवश्यकता /Additional Requirement
1	Saswat Ranjan Swain	700033,14 Golf Club Road, Tollygunge	1	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions**1. 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 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---

BID DOCUMENT FOR
ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR PREPARATION OF
BOOKS OF ACCOUNTS OF ERPC FUNDS & TAX CONSULTANCY SERVICES AT
ERPC SECRETARIAT, KOLKATA

GENERAL CONDITIONS OF CONTRACT

1. The bidder documents may be downloaded from the GeM portal. Online submission of Bids through GeM portal is mandatory. Manual/Offline bids shall not be accepted under any circumstances. Tender document may also be downloaded from ERPC website {<https://erpc.gov.in/>}.
2. Tenderers/bidders are requested to visit the GeM portal regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. ERPC reserves the right to accept or reject any or all the tenders.
4. The Method of selection of the firm shall be on the basis of lowest offer(L1).
5. **Period of Contract:** The contract period will initially be for preparation of Books of Accounts and other Tax related matters for FY 2024-25, FY 2025-26, FY 2026-27). In case the performance of the firm/LLP is found to be unsatisfactory as per operational parameters set out in the contract or is not in conformity with the terms & conditions of the Tender, then the contract may be terminated by ERPC Secretariat, even before the scheduled time by giving advance notice of three month to this effect.
6. Exit Clause: Notwithstanding anything contained in any other clause of this Tender, either party can terminate the contract by giving three months' notice.
7. An amount @ 5% of the successful bid amount is to be deposited by the selected firm/company as Performance Security Deposit/Performance Bank Guarantee in form of Demand Draft/Pay Order/FDR/Bank Guarantee only after receiving a communication from ERPC. In the event of non- deposition of the same, the earnest money will be forfeited. No interest on Earnest Money (EMD) and Performance Security Deposit (Performance Bank Guarantee) shall be paid by the ERPC to the Vendor.
8. Rates are to be quoted on lumpsum basis inclusive of all taxes for the entire contract duration. However, bill/invoice will be raised on quarterly basis by the firm.

ELIGIBILITY CRITERIA

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

Sl. No.	Parameter	Pre-qualification Criteria Description
1.	Legal Entity/ Registration of Firm, Firm's existence after Registration	The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and must have TAN, PAN and GST Registration/certificates etc. The Firm should have been operational for at least 5 years after its registration as on 01.04.2025.
2.	C & AG Empanelment	The Firm should be empaneled with the Comptroller and Auditor General of India (C&AG) of India as on 01.04.2025. Proof of empanelment to enclose.
3.	Professional Strength	The Firm should have minimum 10 Nos. of Chartered Accountants (CAs) (including partners) in the Firm as per ICAI Constitution Certificate as on 01.04.2025.
7.	Location	The perspective CA Firm bidding for the tender must have its office in Kolkata.
8.	Firm's Turnover	The Firm must have an average annual turnover of minimum – Rs. 20 Lakhs during the last 3 (closed and audited) Financial Years ending 31 st March 2024 in respect of providing professional services in finance, accounts and audit related work.
9.	Firms experience in Accounting under Tally ERP/SAP as per Ind AS	The firm should have at least three years' experience of Auditing/Compiling Annual Financial Statements of a Company as per Ind AS under Tally ERP/ SAP.
10.	Firms experience in Government/CPSU Sector	a) The firm should have a minimum experience of 5 years as on 01.04.2025. b) experience of Auditing/Compiling Annual Financial Statements of at least three government organization/department (Central PSU/State PSU/Govt. Authority/Autonomous body during last five years. (Award letter/Completion certificate to be enclosed.
11.	No Blacklisting	The firm should not have been barred/ black listed from appointment by any Government/Autonomous bodies or Semi Government entities. (Undertaking on letter head to submit)

12	Furnishing of Pre-bid attendance certificate duly signed by this office.	Vendors who will be present in the Pre-bid meeting will only be eligible for submitting the tender. Vendor must send his authorized person along with the authorization letter for participating in the tender process. Duly signed authorization letter by this office for all the pre-bid attendees must be uploaded along with other relevant documents.
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Payment Terms & Conditions

1. No advance payment will be made.
2. Payment will be made on quarterly basis on receipt of bill/invoice.
3. All the payments shall be released on receipt of satisfactory work certificate and after due verification.

SCOPE OF WORK

- 1) The scope of work for consultancy services by a CA (Chartered Accountant) firm typically are as follows: -
 - a) Preparation of Books of accounts for the funds maintained by ERPC Secretariat.
 - b) Provide guidance on maintenance & finalization of Accounts and strengthening of internal control system.
 - c) Maintaining of all the Registers related to ERPC Funds at ERPC Secretariat.
 - d) Preparation of Cash Books (as per Tally-software) for all Head/Scheme-wise Accounts.
 - e) Entry of all the records in Tally on weekly or monthly basis.
 - f) Bank Reconciliation of various accounts maintained by ERPC and preparation of Bank Reconciliation Statement.
 - g) Physical verification of the assets and accordingly prepare the Fixed Assets Register (FAR) after considering the previous records as per Dead stock register.
 - h) Prepare and file, within the prescribed timeline, all the applicable returns as per the Income Tax Act & rules and GST Act & rules.
 - i) Responses to various notices/questions/queries/letters received from the Tax authorities and appear as authorized representatives in assessments, scrutiny cases, or whenever required.
 - j) To provide certificates for Specific purposes as required by external entities pertaining to Tax matters.
 - k) Assist in providing replies to auditors for matters related to ERPC Funds, Taxation etc.
 - l) Preparation of YOY statements for Audit purpose by 1st week of April of next financial year
 - m) Ensure all tax compliance is met within the prescribed timeline per prevalent tax laws.
 - n) Provide Expert Advice and guidance on various matters to effectively address any queries or issues raised related to Income Tax Act, GST Act, and other applicable Direct and Indirect tax laws.

Note: The above list of compliance checks is inclusive/indicative only.

- 2) The Consultant shall also be available to participate and present during ERPC calls or meetings as required.
- 3) The Consultant shall provide all the documents and working papers to ERPC Secretariat, Kolkata regularly and on demand in paper and electronic form. Under no circumstances will the Consultant have a lien over any of the documents of ERPC Secretariat, Kolkata. All such records shall be the sole property of ERPC Secretariat, Kolkata.