

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	18-10-2025 17:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	18-10-2025 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Gujarat
विभाग का नाम / Department Name	General Administration Department Gujarat
संगठन का नाम / Organisation Name	Administrative Reforms And Training Division General Administration Department
कार्यालय का नाम / Office Name	Sardar Patel Institute Of Public Administration
वस्तु श्रेणी / Item Category	Manpower Hiring for Financial Services - Offsite; Chartered Accountant
अनुबंध अवधि / Contract Period	7 Month(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	1 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) *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 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 विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
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	7500
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	Bank Of Baroda
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	7

(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 :

Assistant Director(Accounts)
5th Floor, Vuda bhavan, Opposie Ratri bajaar, L&T circle, Karelibaug, Vadodara
(Regional Training Centre, Vadodara)

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. 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.
6. 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, 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+ 20% of margin of purchase preference /price band defined in 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.
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.
8. 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:[1759919310.pdf](#)

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

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Offsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Indian Accounting Standards (Ind AS)
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	0 - 3 Years
एडऑन /Addon(s)	

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 / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Dodia Maheshkumar Karshanbhai	390018,Regional Training Centre (SPIPA), 5th Floor, VUDA Bhavan, Opp. Ratri Bazar, Near L&T Circle, Karelibaug, Vadodara	1	<ul style="list-style-type: none">Number of Months : 7

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

1. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Will have to submit 3% of estimated value Rs.7500/- is 225 rs. for applicable Vendor as per Gujarat govern
ment procurement policy 2024

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---



પ્રાદેશિક તાલીમ કેન્દ્ર (સ્પીપા)
પાંચમો માળ, વુડા ભવન, રાત્રી બજાર સામે,
કારેલીબાગ રોડ, વડોદરા : ૩૯૦ ૦૧૮.
ફોન નંબર : (૦૨૬૫) ૨૪૮૮૭૨૪, ફેક્સ નંબર : ૨૪૮૦૮૮૫
e-mail: spipartcvadodara@gmail.com

નં.તાકેવ/વહટ/વશી-૩૮૫/૨૦૨૫

તા.૦૮/૧૦/૨૦૨૫

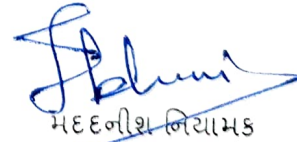
વંચાણમાં લીધા:

- (૧) સરદાર પટેલ લોક પ્રશાસન સંસ્થા, અમદાવાદનો તા.૧૮/૦૧/૨૦૨૧નો પરિપત્ર
ક્રમાંક:તલમ/એમ્પોનલમેન્ટ/એજન્સી/ઈડીપી/૨૦૧૬/૧૫૬.
- (૨) સ્પીપા, અમદાવાદનો તા.૧૮/૦૮/૨૦૨૫ નો ઈ-મેલ.
- (૩) ઉદ્યોગ અને ખાણ વિભાગ, સચિવાલય, ગાંધીનગરનો ઠરાવ ક્રમાંક: એસપીઓ-૧૦૨૦૧૫-૬૯૧૦૮૩-ચ, તા.
૦૩/૦૨/૨૦૨૧.

:: હુકમ ::

સરદાર પટેલ લોક પ્રશાસન સંસ્થા, અમદાવાદના તા.૧૮/૦૧/૨૦૨૧ના વંચાણ-(૧) પર દર્શાવવામાં આવેલ પરિપત્ર અનુસાર સ્પીપા, અમદાવાદ તથા પ્રાદેશિક તાલીમ કેન્દ્રોએ તેઓની જરૂરિયાત મુજબ નિયત પ્રક્રિયાનું પાલન કરી તમામ પ્રકારની ખરીદી ગવર્નમેન્ટ ઇ-માર્કેટ પ્લેસ(GeM) પરથી મેળવવા સૂચના આપવામાં આવેલ છે.

સરદાર પટેલ લોક પ્રશાસન સંસ્થા, અમદાવાદના વંચાણ-(૨) પર દર્શાવવામાં આવેલ ઈ-મેલથી મળેલ સૂચના અન્વયે નવા નાણાકીય વર્ષ ૨૦૨૫-૨૬ માટે દરેક પ્રાદેશિક તાલીમ કેન્દ્ર એ ઈન્કમેટેક્સ રીટર્ન અને GST રીટર્ન ફાઇલ કરવાની કામગીરી સ્થાઈ રીતે ખરીદનિતીનું પાલન કરીને કામગીરી કરવા જણાવેલ છે. તેથી નાણાકીય વર્ષ ૨૦૨૫-૨૬નાં Q2,Q3,Q4 TDSનાં ક્વાર્ટર ફાઇલ કરાવા સંબંધિત કાર્યવાહી માટે સી.એ. ફર્મની એજન્સીની સેવાઓ પૂરી પાડવા ગવર્નમેન્ટ ઇ-માર્કેટપ્લેસ (GeM) નાં માધ્યમથી નવી એજન્સી નક્કી કરવા આથી હુકમ કરવામાં આવે છે.


મદદનીશ નિયામક

પ્રાદેશિક તાલીમ કેન્દ્ર (સ્પીપા)

વડોદરા

નકલ સવિનય રવાના:-

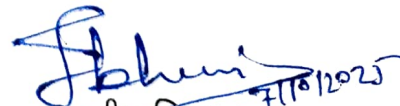
નાયબ મહાનિર્દેશકશ્રી,સરદાર પટેલ લોક પ્રશાસન સંસ્થા, અમદાવાદ તરફ જાણ થવા સારું.

સ્કોપ ઓફ વર્ક

- એપ્રિલ, જુલાઈ, ઓક્ટોબર, જાન્યુઆરીના માસની ૧ થી ૩ માં અત્રેની કચેરી પાસેથી TDS તેમજ GSTના ડેટા મેળવી લેવાના રહેશે.
- Income Tax / GSTની સાઈટ પર ડેટા અપલોડ કરતી વખતે દરેક Deductee ની PAN Number તેમજ GST Number verify કરવાના રહેશે. જો ભુલ જણાય તો જે તે દિવસે જ અત્રેની કચેરીનો સંપર્ક કરી verify કરી લેવાનો રહેશે.
- અત્રેની કચેરી ખાતે ફરજ બજાવતાં અધિકારીશ્રી, કર્મચારીશ્રી તેમજ અત્રેની કચેરી ખાતે સેવા આપતી જુદી જુદી એજન્સીઓને કરવામાં આવતા ચૂકવણામાંથી કપાત કરવામાં આવતા TDS તેમજ GSTની રકમને દર ક્વાર્ટરે Income Tax / GSTની સાઈટ પર અપલોડ કરવાની કરવા સંબંધીત કામગીરી કરવાની રહેશે.
- Income Tax / GSTની સાઈટ પર ડેટા અપલોડ થયા બાદ સાઈટ પરથી મળતી Receipt / acknowledge એપ્રિલ, જુલાઈ, ઓક્ટોબર, જાન્યુઆરી માસની ૧ થી ૫ માં જ અત્રેની કચેરીને આપવાની રહેશે.
- જો Income Tax / GST ડીપાર્ટમેન્ટ તરફથી કોઈ શોર્ટ ડીડકશન કે અન્ય કોઈ વિવાદ સંબંધીત નોટિસ તો ઇશ્યુ થયેલ નથી તે અંગે દર ૧૦ દિવસે ચેક કરતા રહેવાનું રહેશે.
- જો Income Tax / GST ડીપાર્ટમેન્ટ તરફથી કોઈ પણ પ્રકારની નોટિસ / સૂચના આપવામાં આવેલ હોય તો તે જે તે દિવસે જ અત્રેની કચેરીને ધ્યાને લાવવાની રહેશે.
- જો Income Tax / GST ડીપાર્ટમેન્ટ તરફથી કોઈ શોર્ટ ડીડકશન કે અન્ય કોઈ વિવાદ સંબંધીત નોટિસ મળે તો તે નોટિસ મળ્યાના દિન:૩ માં નિયમોનુસાર જવાબ કરી દફતરે કરાવવાની રહેશે.

શરતો:

- અત્રેની કચેરી દ્વારા ડેટા આપવામાં આવ્યા બાદ જો Income Tax ડીપાર્ટમેન્ટ દ્વારા કોઈ પણ પ્રકારનું દંડ કે વ્યાજ કે લેટ ફાઇલીંગની માંગણી કરવામાં આવશે તો તે સંપૂર્ણ રકમ સેવા આપતી એજન્સી / અર્થાત જ એજન્સીને TDS ફાઇલીંગ કરવાની કામગીરી સૂપ્રત કરવામાં આવશે તે એજન્સીએ દિન:૫માં ચૂકવી અત્રેની કચેરીને જાણ કરવાની રહેશે.
- Income Taxની સાઈટ પર ડેટા અપલોડ થયા બાદ સાઈટ પરથી મળતી Receipt / acknowledge સાથે જ દર ક્વાર્ટર દીઠ બીલ મોકલવાનું રહેશે.


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