



Bid Number/बोली क्रमांक (बिड संख्या):

GEM/2023/B/3147191

Dated/दिनांक : 17-02-2023

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	16-03-2023 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	16-03-2023 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Science And Technology
Department Name/विभाग का नाम	Department Of Scientific And Industrial Research (dsir)
Organisation Name/संगठन का नाम	Council Of Scientific And Industrial Research (csir)
Office Name/कार्यालय का नाम	Central Scientific Instruments Organisation
Item Category/मद केटेगरी	Financial Advisory Services - Offsite; Tax Advisory
Contract Period	3 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	5 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

Bid Details/बिड विवरण

Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	150000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required	Yes

EMD Detail/ईएमडी विवरण

Required	No
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ePBG Detail/ईपीबीजी विवरण

Required	No
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Splitting/विभाजन

Bid splitting not applied.

MII Compliance

MII Compliance	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
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 data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. 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 defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

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 at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required

Number of years of experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions.:The detailed scope of work is present in E-NIT no. CSIO/GS/02/2023 dated 16.02.2023 may be seen. It contains all the details of work and Technical criteria. Financial quotes have to be submitted only as per the format provided in the NIT. Same may be seen before bidding.

The NIT is also uploaded on CSIO website <https://www.csio.res.in/>

Scope of work to be uploaded by buyer:[1676618842.pdf](#)

Financial Advisory Services - Offsite; Tax Advisory (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Offsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Advance Tax Computation , All taxation work , Filing GST , Filing TDS
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Chartered accountant , GST expert , Tax expert , Cost Accountant
Qualification of Professional/Resources required	CA , Cost Accountant
Certification of Professional/Resources required	CA and Cost Accountant

Specification	Values
Total Experience of Professionals / Resources (In years)	5 - 7 Years
Addon(s)	
Post Financial Advisory Support	NA

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement
1	Abhishek Chandra	160030, Central scientific Instruments organisation Sector, 30-C	1	N/A

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

1. 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.

2. Service & Support

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

3. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

4. 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.

5. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with

self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc.

6. **Buyer Added Bid Specific ATC**

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

7. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

Disclaimer/अस्वीकरण

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. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

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.
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.

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.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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 General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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./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।

---Thank You/धन्यवाद---



CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
(Council of Scientific & Industrial Research)
Sector-30 C, Chandigarh-160030.

E-NOTICE INVITING TENDER

(No.CSIO/GS/02/2023)

**E-Tender through GEM portal for Hiring Services of Chartered Accountant /
Cost Accountants Firm**

Sealed E-Tenders/Quotations are invited for award of below cited Annual Contract for a total period of 03 years (renewal on annual basis) from reputed Chartered Accountant/Cost accountant Firms who are holding Valid Registration / License for providing Tax Advisory Services.

LAST DATE AND TIME FOR RECEIPT OF QUOTATION/ TENDER	:	16.03.2023 (up to 1500 hrs.)
APPROXIMATE <u>ANNUAL</u> VALUE OF WORK	:	Rs. 1,50,000/- (One lakh fifty thousand approx.)

The Director, CSIR- CSIO reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any reason whatsoever.

The full details of Tender documents are available on CSIO website "www.csio.res.in".

Tender/quotation may be submitted online on <https://gem.gov.in>

W.S.
- 16/03/23

Senior Controller of Administration

वरिष्ठ प्रशासन नियंत्रक / Sr. Controller of Administration
सीएसआईओ - केन्द्रीय वैज्ञानिक उपकरण संगठन
CSIR Central Scientific Instruments Organisation
सेक्टर 30-सी, चण्डीगढ़-160 030 (भारत)
Sector 30-C, Chandigarh - 160 030 (India)

Online Quotation/E-Tender for Hiring Services of Chartered Accountant/Cost Accountant Firms

SCOPE OF WORK: -

A) Related to Income Tax-TDS, GST-TDS

1.	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)
2.	Feeding of data of I-Tax deduction of employees/contractors.
3.	Data for filing aforesaid return will be provided by CSIR-CSIO through soft copy/hard copy as required.
4.	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
5.	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.
6.	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.
7.	Firm will suggest regarding the maintenance of books/ledgers required for Income Tax-TDS, GST-TDS and GST matters.
8.	Total Period of the Contract will be for a period of 03 years (will be renewed annually) subject to satisfactory performance by the Chartered Accountant Firm.
9.	The firm should have their active and fully functional office or branch in the Tricity (Chandigarh, Mohali and Panchkula).
10.	In CSIR-CSIO there are approximately tentative 300 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 100 numbers of contractors for which 26Q quarterly returns are to be filed.
11.	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.
12.	During the contract period, no increase whatsoever will be given other than quoted rates.
13.	Any other work related to Income Tax as assigned by CSIR-CSIO whether or not it pertains to the period of engagement of the firm/consultant.
14.	Visit of the consultant/authorised staff once or more in a month to guide on Income Tax related matters. No TA/DA etc. will be paid for this.

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B) Related to GST Matters: -

1.	To file online monthly/annual GST returns of the institute or any other return as required by the GST Authorities from time to time.
2.	Handling the input tax credit and ensuring proper maintenance of ITC register.
3.	Any matter related to foreign remittance for various activities.
4.	Consultation/advice on record, maintenance of applicable GST rates.
5.	To maintain proper record of outward and inward supplies of Goods or Services and generation of GSTR-1, GSTR-2, and 3B etc.
6.	To provide guidance leading to full compliance of all rules and regulations of GST Laws and its implementation from time to time.
7.	Assistance in updating GST related portals including e-invoice portal and their related issues as required from time to time.
8.	Assistance in identification of invoices (outward and inward) which are not eligible for ITC.
9.	Visit of the consultant/authorised staff once or more in a month to guide on Income Tax related matters. No TA/DA etc. will be paid for this.
10.	Any other work related to GST as assigned by CSIR-CSIO whether or not it pertains to the period of engagement of the firm/consultant.
11.	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.

C) TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION: -

a)	The firm should have at least 05 Years (Five Years) experience of providing similar taxation service to Govt Departments/Autonomous Bodies etc. (Please attach Proof) .
b)	Turnover of firm providing such services should not be less than 05 lakh per annum for the last three years i.e. for 2021-22, 2020-21 and 2019-20. (Please attach Proof) .
c)	The firm hold has their active and fully functional office or branch in the Tricity (Chandigarh, Mohali and Panchkula). (Please attach Proof) . Only valid proof like GST registration certificate/Electricity bill/Landline/Broadband bill in the name of the firm will be accepted as proof. The authorised representatives of CSIR-CSIO may visit the offices of the bidders to satisfy that a fully functional branch of the firm exists in the Tricity. If after the visit it is found that a firm operates with a just a dummy/skeleton office structure or in tie-up with other firms, then such firms are liable to be rejected technically.
d)	Initially the contract will be for a period of one year which will be extendable to the 2 nd and 3 rd year depending upon the satisfactory performance of the CA Firm.

e)	Payment will be released on quarterly/half yearly/yearly basis as desired by the Consulting firm. TDS will be deducted as per rule from the bill.
f)	An undertaking that the Agency/company/firm is not blacklisted by any CSIR Lab./Instt. Or any Govt. Department.
g)	The lowest quoting firm will be given preference over others. However, Director, CSIR-CSIO, Chandigarh reserves the right to reject all or even the lowest quotation without assigning any reason
h)	The Director, CSIR-CSIO may terminate the contract of the selected firm on account of unsatisfactory service by giving a notice of one month.
i)	The selected firm shall have to enter into an agreement before work and submit a performance security of Rs. 10,000(Ten thousand only) in form of Demand Draft /FDR in favour of Director CSIO, Chandigarh
j)	The rate should be quoted as lump sum per month for all activities mentioned in scope of work(except GST)

Technical Bid

Name of Work: - **“Annual Contract for Hiring Services of Chartered Accountant/Cost Accountant Firm”**

DETAILED STATUS OF THE FIRM
PROFILE OF CHARTERED ACCOUNTANT/COST ACCOUNTANT FIRM

SR.	PARTICULARS REQUIRED	PARTICULARS GIVEN	*PAGE No.
I	II	III	IV
1.	Name of the Firm		-
2.	Registration No. (Attach Copy)		
3.	PAN No. (Attach Copy)		
4.	Annual Turn Over (Attach Copy)		
5.	Experience (Attach Copy)		
6.	Customers Satisfaction certificate		
7.	Whether firm has its own office at Chandigarh, Panchkula or Mohali. (Attach valid address proof in the name of the firm)		
8.	Email address for all communications		
9.	Mobile Nos. of authorized persons		
10.	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 his 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.



(Signature)
Authorised Signatory
WITH SEAL

Dated:

D): SELF ATTESTED DOCUMENTS TO BE ATTACHED: -

1.	Copy of PAN Number and GST Number
2.	Copy of CA Registration Number/Trade Certificate for carrying out aforesaid activities.
3.	RTGS/NEFT Details of the firm
4.	Copies of documents in support of experience, turnover and active fully functional branch in the tricity.
5.	Valid Address proof in the name of the firm for fully functional office in the Tricity.

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PRICE BID

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

1.	The quote will be treated as invalid/unresponsive, if item wise rates are quoted. Only a single lump sum amount per month which shall remain valid for three financial years for all works as per scope of work.
2.	a) Firm quoting lowest overall will be treated as `L1` firm. b) If there is a mismatch in Rate in Figures and rate in Words, then the Rate in Words will be taken as the Quoted Rate. Note: a) Rates <u>must be inclusive of all types of charges</u> and applicable statutory taxes and levies <u>other than GST</u> . GST shall be refunded on production of proof of submission.
3.	If the quoted rates of two/more firms are same, then L1 firm will be decided on the basis of below mentioned criteria and order: - a) Higher relevant experience (if both quoted rates are same) b) Higher turnover(if quoted rate as well as experience are same)
4.	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.
5.	Applicable Taxes, if any, shall be paid extra, on reimbursement basis on production of receipts.
6.	The authorized officer of the firm should sign and stamp the pages of this letter and submit the complete tender/quotation may be submitted online on https://gem.gov.in on or before 16-Mar-2023(up to 1500 hrs.)

(Signature)
Authorised Signatory
WITH STAMP

