

### Bid Document

<b>Bid Details</b>	
<b>Bid End Date/Time</b>	09-05-2022 15:00:00
<b>Bid Opening Date/Time</b>	09-05-2022 15:30:00
<b>Bid Life Cycle (From Publish Date)</b>	90 (Days)
<b>Bid Offer Validity (From End Date)</b>	75 (Days)
<b>Ministry/State Name</b>	Ministry Of Finance
<b>Department Name</b>	Department Of Economic Affairs
<b>Organisation Name</b>	Security Printing And Minting Corporation Of India Limited (spmci)
<b>Office Name</b>	Janpath
<b>Item Category</b>	Hiring of Consultants - Functional Consultants; Finance & Accounts; CA; NA
<b>Contract Period</b>	1 Year(s)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)</b>	1 Lakh (s)
<b>Years of Past Experience Required for same/similar service</b>	1 Year (s)
<b>Past Experience of Similar Services required</b>	Yes
<b>MSE Exemption for Years Of Experience and Turnover</b>	Yes
<b>Startup Exemption for Years Of Experience and Turnover</b>	Yes
<b>Document required from seller</b>	Experience Criteria, Bidder Turnover *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
<b>Bid to RA enabled</b>	No
<b>Time allowed for Technical Clarifications during technical evaluation</b>	2 Days
<b>Estimated Bid Value</b>	249996
<b>Evaluation Method</b>	Total value wise evaluation

**EMD Detail**

Required	No
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## ePBG Detail

Required	No
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### Splitting

Bid splitting not applied.

### MSE Purchase Preference

MSE Purchase Preference	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". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. 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". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. 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.
8. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

### Additional Qualification/Data Required

**Specific Experience in Desired Field of Consultancy:**The firm must have previous experience of Filing GST

return for at least 02-03 years and individual person who will handle GST work should have minimum 05 yrs of post qualification experience as CA.

**Scope Of work:**[1649069540.pdf](#)

**Profile of Consultants:**[1649069554.pdf](#)

**Hiring Of Consultants - Functional Consultants; Finance& Accounts; CA; NA ( 1 )**

**Technical Specifications**

Specification	Values
<b>Core</b>	
Last 3 years average business revenue from consulting	Up to 10 Crores
Number of Consultants on payroll of firms	5-50
Number of projects completed in India having similar scope & size of proposed project under hiring	1
Consulting Category/ Stream	Functional Consultants
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>Addon(s)</b>	
<b>Additional Details</b>	
Position of the Consultant	Tax Consultant
Required Expertise of Consultant in the Subject Matter/Sub-Sector	GST filing and TDS return work
Required Educational Qualification of Consultants	Chartered Accountant

**Additional Specification Documents**

**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Number of Consultants / SMEs	Additional Requirement

S.No.	Consignee/Reporting Officer	Address	Number of Consultants / SMEs	Additional Requirement
1	Biplab Basak	422101,India Security Press, Nashik Road Nashik , Maharashtra	1	<ul style="list-style-type: none"> <li>Duration of Hiring of Consultant/SME in months During the Contract Period : 12</li> </ul>

## Buyer Added Bid Specific Terms and Conditions

### 1. 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.

### 2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

#### **Hiring of Tax consultant for filing of monthly/annual GST /TDS/Tax returns regarding.**

#### **Scope of work:-**

- (1) Preparation & filing of monthly, periodically & annual GST returns (GST-1 GSTR-7, GSTR-3B GSTR9 ) etc on or before due dates.
- (2) Reconciliation of ITC claimed as per books with GSTR 2A/2B & providing party wise invoice wise details against which entries are not reflected in GSTR 2A/2B from time to time.
- (3) Preparing the data form transaction of which RCM is applicable and reconciliation of same with books of accounts from time to time.
- (4) Deployment of 1 full time CA for 02/03 days or as per requirement during the time of return filing at ISP Nashik.
- (5) suggestion/ advice/ opinion for GST matters referred by ISP from time to time
- (6) The firm must have previous experience of Filing GST return for at least 02-03 years and individual person who will handle GST work should have minimum 05 yrs of post qualification experience as CA.
- (7) Firm must have working knowledge in SAP.
- (8) Any other work entrusted related to GST/TDS/TCS to be carried out as per the instruction of ISP Management.

#### **Qualification and Eligibility Criteria:**

**(a) Experience:** The firm must have previous experience of Filing GST return for at least 02-03 years and individual person who will handle GST work should have minimum 05 yrs of post qualification experience as CA.

In proof of having fully adhered to minimum eligibility criteria, attested copy of experience certificate /Attested copy of Experience / Copy of Purchase Order issued by the parties to whom the similar type of services has been provided.

Note: The 'Experience and Past experience criteria' is exempted for Startups and Micro & Small Enterprises.

**(b) Capability- Equipment & Manufacturing Facilities:**

The bidder must have capability to provide the relevant services.

**(c) Financial standing:**

- (i) The average annual financial turnover of the bidder during the last three financial years, ending on 31.03.2021 should be at least Rs. 1,00,000/- as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/ Cost Accountant.  
Note: The 'Average Annual Turnover criteria' is exempted for Startups and Micro & Small Enterprises.
- (ii) The bidder should not have suffered any financial loss for more than one year during the last three years, ending on 31.03.2021.
- (iii) The net worth of the bidder should not be negative and also not have eroded by more than 30% in the last three years, ending on 31.03.2021.

**Payment Terms:** Payment will be released on monthly basis after successful completion of monthly work and after due certification of the same by user department.

3. **Generic**

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

## Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. 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 specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. 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](#), 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 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.

**---Thank You---**