



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/3525823  
Dated/दिनांक : 10-06-2023

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	22-06-2023 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	22-06-2023 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Finance
Department Name/विभाग का नाम	Department Of Economic Affairs
Organisation Name/संगठन का नाम	Security Printing And Minting Corporation Of India Limited (spmci)
Office Name/कार्यालय का नाम	Janpath
Item Category/मद केटेगरी	Financial Advisory Services - Onsite; CA FIRM
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	6 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	1 Year (s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	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) *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
Type of Bid/बिड का प्रकार	Two Packet Bid

**Bid Details/बिड विवरण**

<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	7 Days
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	Indusind bank
EMD Amount/ईएमडी राशि	31000

**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	Indusind bank
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	10.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

Materials Head  
India Government Mint, Kolkata, West Bengal, Pin 700053  
(Nayan Sarkar)

**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	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.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Scope of work to be uploaded by buyer:**[1685788671.pdf](#)

**This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-**

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
Year of establishment of the firm/Limited Liability Partnership Firm	10	7	<a href="#">View file</a>	Yes
No. of Partners in the Firms/Limited Liability Partnership Firm who with the Firm for a minimum period of year as on date of application.	20	14	<a href="#">View file</a>	Yes
No. of Qualified Assistants (Chartered accountants) employed with the firm.	15	10.5	<a href="#">View file</a>	Yes
Experience of the Firm in Organization working on SAP ERP Platform for book keeping, account, taxation. (Experience in 2023-24 not to be considered).	15	10.5	<a href="#">View file</a>	Yes
Experience of the firm for book keeping, account, taxation in Central/State PSU (Experience in 2023-24 not to be considered).	20	14	<a href="#">View file</a>	Yes
Turnover of book keeping, account, taxation of clients during F.Y. 20-21 , 21-22 & 22-23	20	14	<a href="#">View file</a>	Yes

Total Minimum Passing Technical Marks: 70

### **Financial Advisory Services - Onsite; CA FIRM ( 1 )**

#### **Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Deployment Location	Onsite
Category of financial advisory service	CA FIRM
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns , Bookkeeping Support , Compliance and Governance Needs , Support for Tax Assessment
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA , Graduate / Post-Graduate in finance , Post-Graduate in relevant field
Certification of Professional/Resources required	NOT APPLICABLE
Total Experience of Professionals / Resources (In years)	3 - 5 Years

Specification	Values
<b>Addon(s)/एडऑन</b>	
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/अतिरिक्त आवश्यकता
1	Sandesh Kumar Yadav	700053,India Govt Mint, Alipore Kolkata , West Bengal	1	N/A

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

##### 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. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

##### 3. 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.

##### 4. 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.

##### 5. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

India Government Mint, Kolkata (A unit of SPMCIL)  
payable at  
Kolkata

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy

to the Buyer within 5 days of Bid End date / Bid Opening date.

#### 6. **Forms of EMD and PBG**

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

#### 7. **Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of

India Government Mint, Kolkata (A unit of SPMCIL)  
payable at  
Kolkata

. Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

#### 8. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

India Government Mint, Kolkata (A unit of SPMCIL)  
payable at  
Kolkata

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

#### 9. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

India Government Mint, Kolkata (A unit of SPMCIL)  
A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

#### 10. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

##### **1. Eligible Goods and Services (Origin of Services):**

(i) All goods and services to be supplied and provided for the contract shall have the origin in India or in the countries with which the Government of India has trade relations.

(ii) The word "origin" incorporated in this clause means the place from where the goods are mined, cultivated, grown, manufactured, produced or processed or from where the service are arranged.

**2. Special Condition:** Supplier should file the returns pertaining to TCS (Section 206C (1H) for TCS collected, in the time and provide the TCS certificate to IGMK. In case of any Credit loss to IGMK by way of their failure to file Returns and provide TCS certificate in time, India Government Mint, Kolkata reserves the right to recover the amount equivalent to TCS paid along with applicable interest from the payment of further supplies.

##### **3. GST Return:**

Supplier should file the GST return for outward supplies in time. In case of any loss to India Government Mint, Kolkata by way of their failure to file GST Returns in time India Government Mint, Kolkata reserves the right to withhold the payment of further supplies till production of evidence. Any liability which will occur on account of non-compliance of e-way bill, GST provision or any other applicable law will be borne by the supplier.

#### **4. Consignee:**

Chief General Manager, India Government Mint, Alipore, Kolkata

#### **On the consignment please mention the following details:**

Order No :                      Packing No :                      Net Weight :                      Gross Weight :

#### **5. Delivery Period:**

The service is to be provided for Twelve(12) Months.

#### **6. Terms and Mode of payments:**

(i) The payment to the firm shall be regulated as per the regular attendance system of India Government Mint, Kolkata.

(ii) Payment will be released on monthly basis after receipt, acceptance, completion of the work and certification by the user section based on their actual working days each month & subject to submission of all required documents by the service provider.

#### **7. Quantum of LD:**

If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, India Govt. Mint, Kolkata shall, without prejudice to other rights and remedies available to India Govt. Mint, Kolkata under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% of the delivered price of the delayed goods and/ or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed goods' or services' contract price(s).

#### **8. Resolution of Disputes:**

If dispute or difference of any kind shall arise between India Government Mint, Kolkata and the supplier in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve the same amicably the mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within 21 days of its occurrence, then, unless otherwise provided in the SCC, either India Government Mint, Kolkata or the supplier may seek recourse to settlement of disputes through arbitration act 33.2. Disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within Kolkata only.

#### **9. Risk Purchase Clause :**

(a) If the supplier after submission of tender and due acceptance of the same, i.e. after notification of award of contract fails to abide by the terms and conditions of these tender documents, or fails to supply the deliverables as per delivery schedule given or at any time repudiates the contract, the purchaser shall have the right to:

(i) Invoke the Security-cum-Performance Guarantee if deposited by the supplier and procure stores from other agencies at the risk and consequence of the supplier. The cost difference between the alternative arrangement and supplier tendered value will be recovered from the supplier.

(b) Supplier has to abide by all the terms and conditions of tender.

(c) In case of procurement through alternative sources and if procurement price is lower, no benefit on this account will be passed on to the supplier.

**10.** The total cost inclusive of all as cited above on FOR India Govt. Mint, Kolkata (W.B) basis should be indicated clearly both in words and figures in the price bid.

**11.** Documentary evidence to be submitted towards PAN & GST Registration Certificate.

## **12. Quality Control Requirements:**

Quality of all service: Free from all technical defects, in compliance with our Technical Specification

i) Goods/service supplied not in conformity with tender specification will be treated as goods/service not supplied at all and supplier shall take supplied material not conforming to order specification back within 15 days. Goods/service shall be delivered by the supplier in accordance with the terms and conditions specified in the contract failing which expenses of keeping goods at purchaser's premises may be levied on supplier.

ii) Delivery date will be calculated from the date goods/services are received in acceptable quality in accordance with technical specification.

**13.** Purchaser reserves the right to reject all or any of the Bidders or Bids or to decide to drop the procurement process at any stage without assigning any reason.

## **14. MSME & Make in India Status:**

In case any bidder is submitting their bid as MSME and/or MII, the firm must be registered as a MSME & MII in GeM portal and Self-declaration along with documentary evidence in this regard must be submitted declaring that their MSME & MII status is updated in GeM portal also. In further evaluation stage if it is found that the firm is not registered as MSME and/or MII in GeM, but MSME certificate and/or MII declaration is submitted along with the bid, no exemption will be given and their offer may be rejected.

**15.** Participating Bidder must submit sealed and signed copy of entire GeM bid document including the Scope of Work. Also the participating bidder must submit sealed, signed & duly filled copy of **Annexure I** attached under Scope of Work in their letter head.

**16.** All the supporting documents submitted along with this bid should be signed and sealed by the authorized signatory of the firm mandatorily.

## **17. Disclaimer :**

The issue of this Bid Document does not imply that the Purchaser is bound to select Bidder(s) and the Purchaser reserves the right to reject all or any of the Bidders or Bids or to decide to drop the procurement process at any stage without assigning any reason.

## **18. Price Preference for MSE:**

MSE quoting price within price band L1 + 15% may be awarded 25% of the total tendered value provided they agree to match the L1 price. In case of more than one such eligible MSE, 25% quantity is to be distributed proportionately among these bidders. Within this, a purchase preference of 4% is reserved for MSEs owned by SC/ ST entrepreneurs' and 3% is reserved for procurement from MSEs owned by women (if they participate in the tender process and match the L1 price, considering spirit of policy for enhancing the Govt. procurement from MSE).

## **19. Terms and Conditions:**

Guidelines of SPMCIL Procurement Manual Version 2.0 will be applicable to this bid at any stage to avoid any conflict at later stage. Kindly refer GIT and GCC of SPMCIL Procurement Manual Version 2.0 for additional terms and conditions as per the links given below:

General Instruction to Tenderer (GIT): <https://spmcil.com/uploaddocument/GIT/new.pdf>

General Conditions of Contract (GCC): <https://spmcil.com/uploaddocument/GCC/new.pdf>

**20.** The supplier has to provide GeM invoice during submission of bill for payment.

**21.** The detailed price breakup along with GST percentage must be mentioned and attached as pdf in the document attachment option of price bid mandatorily. Do not upload financial documents related to financial standings like audited balance sheets in the document attachment field of price bid, attach only the detailed price breakup of the quotation as mentioned above.

## **22. Qualification/Eligibility Criteria**

**A. EXPERIENCE & PAST PERFORMANCE :** The bidder should have experience of having successfully completed one number of similar kind of services to any Central/State Govt./CPSU/State PSU/Autonomous body in any one of the last five years ending on 31.03.2022. Firm should have experience of providing book k



eeeping services in any organization working on SAP.

**Similar Kind of Services Means:** Accounting and Taxation Related Work as per Scope of Work.

IN SUPPORT OF EXPERIENCE & PAST PERFORMANCE COPY OF SUPPLY/ WORK ORDER; RESPECTIVE COMPLETION CERTIFICATE AND CONTACT DETAILS OF CLIENTS TO BE ENCLOSED ALONG WITH THE TENDER.

**B. CAPABILITY** - The bidder must have capability to provide the relevant services. The bidder must have an registered/branch office in the state of West Bengal. The Evaluation will be done on Least Cost Method. The bidder including MSME & Start up has to obtain at least 70 marks as explained in Selection Criteria.

IN SUPPORT OF THE CAPABILITY THE BIDDER HAS TO SUBMIT COPY OF DOCUMENTS i.e. DETAILS OF REGISTERED OFFICES AND BRANCH OFFICES, MANPOWER DETAILS, NUMBER OF SKILLED LABORS AVAILABLE WITH THE FIRM, ETC.

**C. FINANCIAL STANDING :**

i) The average annual financial turnover of the bidder during the last three years, ending on 31.03.2022, should be at least Rs.6,23,040/ as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/ Cost Accountant in India.

ii) The bidder should not have suffered any financial loss for more than one year during the last three years, ending on 31.03.2022.

iii)

a) The net worth of the Bidder should not be negative on 31.03.2022 and also

b) Should not have eroded by more than 30% in the last three years, ending on 31.03.2022.

FOR NET WORTH EROSION CALCULATION OF LAST THREE YEARS ENDING ON 31.03.2022, AUDITED BALANCE SHEET OF FINANCIAL YEARS 2018-19, 2019-20, 2020-21 & 2021-22 MUST BE SUBMITTED.

SUPPORTING DOCUMENTS TO BE FURNISHED AS CLAIM AGAINST THE ABOVE ELIGIBILITY CRITERIA: ALL FINANCIAL STANDING DATA SHOULD BE CERTIFIED BY CERTIFIED ACCOUNTANTS.

**NOTE:**

1. BIDDER TO FURNISH STIPULATED DOCUMENTS IN SUPPORT OF FULFILLMENT OF ABOVE QUALIFYING CRITERIA i.e. EXPERIENCE & PAST PERFORMANCE, CAPABILITY AND FINANCIAL STANDING.

2. All copy of supply/ work order; respective completion certificate and contact details of clients: in support of experience, past performance and capacity/ capability should be authenticated by the by the person authorized to sign the tender on behalf of the bidder.

NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER.

**Note:**

(i) All the copies of the tender shall be duly signed at the appropriate places as indicated in the bid documents and all other pages of the bid including printed literature, if any shall be initialled by the same person(s) signing the bid document. The bid document shall not contain any erasure or overwriting, except as necessary to correct any error made by the tenderer and, if there is any such correction; the same shall be initialled by the person(s) signing the tender.

(ii) Price to be mentioned only in price bid not in Techno commercial bid or any other place. If it is mentioned any other part other than price bid, the offer will be rejected.

**\*FOR ANY OTHER QUERIES, FIRMS MAY CONTACT IN THE BELOW DETAILS:**

**Ph. No. 033 - 2401 4132,33,34,35, (Extension 336/ 319/ 326);**

**Email: purchase.igmk@spmcil.com**

## 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 कार्यवाही का आधार होगा।

---Thank You/धन्यवाद---

## **Hiring services of CA firm for professional services for one year.**

### **Scope of Work:**

The C.A. Firm shall deploy three numbers of experienced manpower including one CA & two assistants to cover the scope of work. Overall responsibility shall be of the CA Firm for the assigned work.

### **Accounting Work**

1. Checking Accounting entries in SAP and scrutiny of GL balances on regular intervals.
2. Review of all statutory GL and reconciliation of the G/L on monthly basis to avoid any non-compliance of statutory dues.
3. Reviews of Raw Material, Consumable and Spares, Finished Goods valuations in SAP and assist in correction in valuation.
4. Preparation of Quarterly and Annual Financial Statement Accounts as per Companies Act & Ind as in consultation with the concerned finance executive.
5. Quarterly review of Non Moving and slow Moving Stock in Books and discussion on inventory report for necessary action.
6. Review of asset accounting in the SAP and checking of depreciation as per Ind AS.
7. Preparation of different MIS every month on or before the stipulated time.
8. Preparation of annual product costing & its related work as per requirement of CAC and also to provide all assistance for proper running of SAP Co Module.
9. Preparation of requisite annexure and data for audit purpose as and when required.
10. Any other work assigned related to book keeping.

### **Goods and Service Tax (GST) related work**

1. Consolidation, verification and preparation of data for filling of GST Returns – Monthly / Quarterly/ Annually as per the rules applicable and rectification of returns. (if required).
2. Preparation of proper replies of notices received from GST Department (if any), as per applicable rules and law.
3. Checking of vendor bills and sales invoices for proper application / deduction / deposit of GST & TDS on GST,
4. To update amendments in rules/ acts/ notifications / procedures/press release to finance Officers & staffs on regular basis pertaining to transactions concerned with the Unit.

5. Preparation / compilation / filing of data for GST Refund (if any).

6. Suggest any other areas where GST is applicable for timely compliance to the requirement of the Act.

The firm would be fully responsible for filling of all GST & TDS returns on time. Any demand arising due to delay in filing of return of GST & TDS on GST returns will be borne by the firm.

### **Income Tax related work**

1. Consolidation, verification and preparation of data for filing of TDS & TCS Returns.

2. Checking of vendor bills on regular basis for deduction of TDS as per applicable rates & sections of Income Tax Act.

3. Regular tracking of Traces demands and justification reports & rectification thereof.

4. Generation of Form 16A quarterly of contractors along-with details of payments made to contractors in digital format.

5. Generation of Form 16 for employees along-with salary details in digital format.

6. Reconciliation of all relevant records such as pay bills, monthly TDS and its deposit with the Income Tax Authorities.

7. The firm is fully responsible for the TDS / TCS returns on time. Any demand arising due to delay in filing of TDS/TCS returns will be borne by the firm.

8. The firm shall provide data (Electronically or physical as the case may be) to the Unit after filing of all the returns. Furnishing the original e-filing acknowledgement to Unit. Sharing a soft copy (in readable format like PDF, Word or Excel/ Hard copy of the return filed) with Unit. Firm will provide the copy of return filed both soft/hard copies to Unit of the above returns, filed by them.

9. Preparation of replies to concerned authority for any notices regarding TDS-TCS.

10. Furnishing of Form 15CA & 15CB (as and when required)

11. Any other compliance related work.

### **Professional Tax**

i. Ensure preparation, consolidation and filing of Professional Tax return within due date.

ii. Ensure deduction from employees on monthly basis as per slab in P. Tax.

## **Terms & Condition**

- 1) The C.A. Firm shall deploy three numbers of experienced manpower to cover the scope of work. Overall responsibility shall be of the CA Firm for the assigned work under the tender.
- 2) Out of three officials, one should be a qualified CA and other officials should be M.Com/B.Com with an experience of 3 years in the area of accounting, taxation, Income tax, GST Act. All deployed staff must have working knowledge in SAP. In case of non-deployment of any staff member, payment will be deducted proportionately as per P.O.
- 3) The deployed staff should have Accounting and Taxation knowledge, familiar with Accounting practices and guidelines issued by Institute of Chartered Accountants of India (ICAI) and familiar with SAP & portals of Govt. Authorities. They will ensure compliance of all statutory requirements under relevant Companies Act, Ind AS, GST, and Income Tax.
- 4) The deployed Staff's resume/work experience will be evaluated to know about the credentials of the candidate to perform the tendered scope of work. The staff deployed must have the knowledge of SAP and acquainted with portals of GST, Income Tax, Govt. Authorities. Staff will be allowed only after evaluation of their credential to perform tendered scope of work of India Government Mint, Kolkata.
- 5) Staff deployed must be available full time as per office hours. The payment to the firm shall be regulated as per the regular attendance system of India Government Mint, Kolkata.
- 6) They shall work under the overall supervision of the Officers in Finance & Accounts Department.
- 7) The firm will suggest remedial measures wherever lapses found w.r.t. Accounts and Taxation compliance for smooth functioning of Finance and Accounting Department.
- 8) The Firm should have an office in **West Bengal**.
- 9) Only those firms who secure **at least 70%** and above marks **as per selection criteria** mentioned below shall be **considered for opening of financial bid**.
- 10) The deployed staffs have to continue for entire execution of contract period. Undertaking on the letterhead in this regard needs to be submitted by the bidder. In case of replacement of staff during the contract period,

penalty of Rs.10000/- on every occasion of replacement of staff shall be levied and deducted from the firm's monthly bill.

- 11) In case of redeployment of staff more than two times during the currency of contract, the contract will be liable for cancellation and the Security amount submitted will be forfeited.

### **SPECIAL INSTRUCTIONS TO FIRMS AND DOCUMENT LIST**

1. Format of Application must be completely filled in. Incomplete applications will be rejected out- rightly.
2. Please ensure that date of opening of Head Office, Branch Office, entrance dates of all Partners into the firm, date of joining firm as qualified assistants should be invariably indicated in the application.
3. All bids will be evaluated on the basis of the documents furnished along with applications only. However, in case the Technical evaluation committee (TEC) finds it necessary to call for some document/clarification, then that document as called for will be taken into account during evaluation.
4. Firms participating as MSE/NSIC/DIC etc., will enclose the valid registration certificate
5. The Internal Auditor will ensure that the information obtained in respect of the operations of the Unit is maintained in strict confidence and secrecy. A certificate towards maintaining confidentiality is to be provided by the firm at the time of acceptance of assignment.
6. The tender period will be for one year.
7. If progress/performance of the firm is not found satisfactory by unit or there are delays in submission of reports, compliance, the management reserves the right to terminate the appointment of the Firm.
  - a. The firm will be debarred from getting, in future, Internal Audit assignments in unit in the following cases: If the Firm obtains the appointment on the basis of false information/false statement at the time of submission of application/documents for the tender.
  - b. The Firm is found to have sub-contracted the work.
  - c. If the Firm does not take up the work as per scope of work.
  - d. If the Firm does not submit Report, complete in all respect, in terms of the appointment and within the specified date.
  - e. If the firm is found to be divulging the information of the operations of the company.

Since, all the applications will be evaluated strictly on the basis of Selection and eligibility Criteria, please avoid attaching unsolicited information/documents so as to enable us to process applications swiftly.

**List of documents to be submitted along with the application:**

Interested audit firms are advised to go through contents of the tender documents carefully and submit all self-attested copies of the following documents

1. Registration certificate of the firm issued by the Institute of Chartered Accountants of India.
2. Information related to year of establishment of Head Office & Branch Office(s), addresses, details of partners and their membership nos. etc. as indicated in the Certificate will be treated as conclusive and final information for evaluation of tenders.
3. Membership certificates of the qualified assistants issued by the Institute of Chartered Accountants of India.
4. Copies of appointment letters for book keeping, accounts, taxation **in organizations working on SAP ERP Platform.**
5. A copy of complete tender document duly signed and sealed as a token of acceptance of all terms and conditions.

**SELECTION CRITERIA (POINT ALLOCATION)**

<b>Sl. No</b>	<b>Particulars</b>	<b>Points to be allocated</b>	<b>Maximum Points</b>	<b>Supporting Document</b>
1	Year of establishment of the firm/Limited Liability Partnership Firm	10 Years 1 Point for each year.  Cut-off date shall be 31.03.2023.	10 (ten)	Registration certificate of the firm issued by the Institute of Chartered accountants of India. Information related to year of establishment of Head Office(s) & Branch office(s), addresses, details of partners and their membership nos. etc. as Indicated in the Certificate.
2	No. of Partners in the Firms/Limited Liability Partnership Firm who with the Firm for a minimum period of year as on date of application.	a) Four (4) points for each Partner who is ACA.  b) Five (5) points for each Partner who is FCA.	20 (twenty)	Registration certificate of the firm issued by the Institute of Chartered accountants of India. Information related to year of establishment of Head Office(s) & Branch office(s), addresses, details of partners and their membership nos. etc. as Indicated in the Certificate.
3	No. of Qualified	a) FCA 03 per	15	Copy of details filed with the

	Assistants (Chartered accountants) employed with the firm.	person b) ACA 2 per person	(fifteen)	Institute of Chartered Accountants of India.
4	Experience of the Firm in Organization working on SAP ERP Platform for book keeping, account, taxation. (Experience in 2023-24 not to be considered).	3 (Three) per year of related work (Fraction of the year to be ignored).	15 (Fifteen)	Copies of appointment letters /orders for book keeping, account, taxation for any entity in SAP.
5	Experience of the firm for book keeping, account, taxation in Central/State PSU (Experience in 2023-24 not to be considered).	Mini-ratna and above 5 (Five) per related work and other PSUs 2 per related work	20 (Twenty)	Copies of appointment letters/orders for book keeping, account, taxation in any Central /State Govt. PSU.
6	Turnover of book keeping, account, taxation of clients during F.Y. 20-21 , 21-22 & 22-23	a) More than Rs. 200 Cr.& upto Rs.- 500 Cr. per client per year (2 points) b) More than Rs. 500 Cr.& upto Rs. 1000 Cr. per client per year (4 points) C) More than 1000Cr. per client per year (6 points)	20 (twenty)	Copies of relevant pages of audited financials for all the clients for F.Y. F.Y. 20-21 , 21-22 & 22-23 to be enclosed.

**Notes:-**

1. All above mentioned supporting documents along with application (format of application) will constitute "Technical Bid".



2. The scores of the Bidder will be verified by the Evaluating Committee of India Government Mint, Kolkata based on the documentary evidence provided. The scores given by the Committee after verification with the documentary evidences as provided by the Bidder shall be considered final.
3. Only those firms who secure **at least** 70% and above marks as per **selection criteria** mentioned above shall be **considered for opening of Financial bid**.

**In case of tie, the following sequence shall be adopted for selection:**

- a) The Firm having longer experience will be given preference based on the year of Establishment.
- b) The Audit Firm with a higher number of Fellow Members of the Institute of Chartered Accountants as partners will be considered.
- c) The Audit Firm with a higher number of Associate Members of the Institute of chartered Accountants of India as partners will be considered.

FORMAT FOR APPLICATION

1. Name of the Firm:

2. Registration No. of the Firm:  
(Institute of Chartered Accountants of India)

3. i. Date of Registration of the Firm :

ii. Type of firm : Partnership firm/ LLP  
firm/Proprietor

4. Details of Head Office & Branch Office(s): Head Office

Address	Date of Establishment	Contact No(s)	E-mail

Branch Office 1

Address	Date of Establishment	Contact No(s)	E-mail

Branch Office 2

Address	Date of Establishment	Contact No(s)	E-mail

(Insert further branch office(s), if any)

5. Details of Partners in the Firm/Limited Liability Partnership:

S.No.	Name of the Partner	Membership No	Membership Status ACA/FCA	Date of Joining the firm As partner

(Please attach certificate issued by institute of chartered accountants of India (ICAI) in support of information furnished at Sl. No. 1, 2, 3, 4 and 5 above)

6. Is the partner of Firm/LLP:-

Sr. No	Particulars	Yes/ No
1	Dismissed Government Servant	
2	Removed from approved list of vendors	
3	Demoted to a lower class of vendors.	
4	Having business banned/suspended by any government in the past	
5	Convicted by a court of law.	
6	Retired engineer/official from engineering Department of Govt. of India within last two years	
7	Direction of partner of any other company/ firm enlisted with CPWD or any other department	
8	Member of Parliament or any State Legislative Assembly	

7. Is any Partner/Person working with the applicant is a near relative of the officer/ official of SPMCIL: Yes/ No.

8. Details of Qualified Assistants (i.e Chartered Accountants employed by the firm)

Sl.no	Name of the Assistant	Members hip No.	Whether ACA/FCA (Please attached membership certificate issued by institute for each qualified assistant)	Date of joining the firm as qualified assistant
1				
2				
3				
4				

9. Details of Experience in PSU Sector:

Sl.no	Name of the Company	Year	Type of work as per scope (please attach copy of appointment letter for each year & for every company)
1			
2			
3			

10. Details of Experience in conducting audit in organization working on SAP ERP Platform:

Sl.no	Name of the Company	Year	Type of work as per scope Audit - (please attach copy of appointment letter for each year & for every company)
1			
2			
3			

Turnover of the Firm:-

Financial Year				
(In Rs. Lakhs)				

Date .....

Signature of Partner with  
Name & Seal of the Firm

**ANNEXURE - I**

**GeM Bid Document No. : .....dated. ....  
(To be submitted on the letter head of the bidder)**

**DECLARATION**

We do hereby declare that,

1. We have not been blacklisted/ debarred by BNPMIPL/BRBNMPL/SPMCIL or any Govt. Departments for participation in tenders. The information provided above is correct and true to the best of my knowledge and belief.
2. We do hereby declare that we have read and understood all terms and conditions of tender document including Technical Specification, Quality Control Criteria and confirm to abide to those conditions without any counter conditions.
3. "We are accepting all the terms and conditions of the tender document without any deviations"

Signature .....

Name .....

Designation .....

Date .....

Stamp of the Organization .....

## CHECK LIST

Before Submission of Tender following points to be confirmed/complied by the participating bidder to avoid rejection of bid. Hence check every point & tick ( ✓ ) before final submission.

### A.Part I : (Techno Commercial Bid cover)

Sl. No.	Tender Submission Check Points (To be complied by bidder before submission of Bid)	Check before submission Tick (✓)
1	Tender Document Duly Seal & Signed on every page including technical specification	
2	Term of Delivery : FOR, India Govt. Mint, Kolkata duly unloaded	
3	Tender Validity 120 days as per the tender	
4	Technical Specification – as per tender	
5	Submitted the documents as per Qualification / Eligibility criteria (i) Proof of Experience (ii) Proof of Capability (iii) Financial data	
6	Delivery Period : Acceptance of delivery period as per buyer added ATC	
7	Documentary evidence towards PAN & GST Registration Certificate	
8	Sealed & Signed Declaration (Annexure –I attached in technical specification)	
9	Proof of EMD(scanned copy) as applicable or any exemption certificate	
10	The firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclosed certificates containing validity	
11	Category of MSME Firms	
	SC	
	ST	
	GEN	
12	Owner of Company	
	Male	
	Female	
13	Documentary/undertaking against Make in India Status i.e. being a Class I/ Class II supplier with details of percentage	
14	All supporting documents submitted along with bid to be sealed and signed by Authorized signatory of the firm	

### B. Part II : (Price Bid Cover)

Sl. No.	Description	Submitted/ Not Submitted
1	Price Bid (Price including all taxes & other charges), GST percentage to be mentioned mandatorily in the price bid, upload copy of the Price Details in Price Bid mentioning all the breakup of price	

- Price to be mentioned only in price bid not in Techno commercial bid or any other place. If it is mentioned any other part other than price bid, the offer will be rejected.