



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5126690
Dated/दिनांक : 04-07-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	25-07-2024 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	25-07-2024 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Commerce And Industry
Department Name/विभाग का नाम	Department Of Commerce
Organisation Name/संगठन का नाम	Spices Board
Office Name/कार्यालय का नाम	Head Office
Item Category/मद केटेगरी	Financial Advisory Services - Onsite; Services of GST consultant for filing of Income Tax and GST Returns
Contract Period/अनुबंध अवधि	2 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	15 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/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (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 Details/बिड विवरण	
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
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	3 Days
Estimated Bid Value/अनुमानित बिड मूल्य	1000000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	25000

ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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(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 :

Secretary

Head Office, Department of Commerce, Spices Board, Ministry of Commerce and Industry, Sugandha Bhavan, NH By Pass, Palarivattom, Ernakulam, Kerala 682025

(The Secretary)

Splitting/विभाजन

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

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	No
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Details of the Competent Authority for MSE

Name of Competent Authority	Secretary
Designation of Competent Authority	Secretary
Office / Department / Division of Competent Authority	Spices Board
CA Approval Number	E.Comp. No.: 14346
Competent Authority Approval Date	02-07-2024
Brief Description of the Approval Granted by Competent Authority	Hiring services of the GST consultant is not comes under MII and MSE Category

Competent Authority Approval for not opting Micro and Small Enterprises Preference : [View Document](#)

1. 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.
2. 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.
3. 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.
4. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of work to be uploaded by buyer:[1720090702.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
No of Years since Registration with ICAI	20	08	View file	Yes
Firms having experience in filing GST/TDS returns of Govt organization / private organisation having turnover of Rs 25 lakh and above	15	10	View file	Yes
Average Annual Income (Last 3 Financial years)	20	10	View file	Yes
Chartered Accountant Firms in which Peer Review is conducted by ICAI	15	15	View file	Yes
Years of Experience in filing GST/Income Tax TDS returns and related works for at least one entity having turnover more than 20 crore	10	5	View file	Yes
Key Persons / Partners	20	12	View file	Yes

Total Minimum Passing Technical Marks: 60

Financial Advisory Services - Onsite; Services Of GST Consultant For Filing Of Income Tax And GST Returns (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Onsite
Category of financial advisory service	Services of GST consultant for filing of Income Tax and GST Returns
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Certificate issued by ICAI
Total Experience of Professionals / Resources (In years)	3 - 5 Years
Addon(s)/एडऑन	
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	MANOJ A H	682025,Sugandha Bhavan N.H.By Pass, Palarivattom.P.O Cochin Kerala, India GSTIN - 32AAIAS3118C1Z0	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. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [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. 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.

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---

E- TENDER

E- Tender through GEM portal for Hiring Services of CA Firm as Tax Consultant.

EMD	Rs.25,000/- (Rupees Twenty five Thousand Only)
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The Secretary, Spices Board 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 our official web site
<https://indianspices.com>

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

ENGAGEMENT OF TAX CONSULTANTS- SPICES BOARD – KOCHI

Introduction

The Spices Board, Government of India, Ministry of Commerce and Industry invites e-tender through GeM portal to engage a Chartered Accountant Firm for the period from 01/09/2024 to 31/08/2026 for Financial Advisory Services – Onsite, GST Consultant for filing of Income Tax and GST Returns.

This tender is issued by Secretary, Spices Board, Kochi for engaging Chartered Accountant firm as Tax consultants for filing of monthly & annual returns as per GST & Income tax Acts including TDS related works as per the enclosed scope of work and related terms and conditions.

a)	Bidders Tenderers can download the bid document from GeM Portal at https://gem.gov.in/ . Bidders / Tenderer are required to submit the bid online by scanning and uploading all the relevant documents through GeM only.
b)	Interested bidders are advised to submit the bid documents in accordance with the requirements as stated in the GeM bid. .
c)	The bids will be opened online by a Committee of members duly constituted for this purpose at the time and date as specified in Tender document.
d)	All bidders are required to deposit Earnest Money (EMD) / Bid Security of Rs. 25,000/- (<i>Rupees twenty five thousand only</i>) , in the form of Demand draft, drawn in favour of “The Secretary, Spices Board ” shall be sent through Registered post/ Speed post so as to reach before the bid end date/time to the address “ Spices Board, Sugandha Bhavan, NH By Pass, Palarivattom, Ernakulam, Kochi 682025, Kerala ”.
	The cover containing the Demand Draft should be superscribed as “ EMD FOR SELECTION OF TAX CONSULTANTS. ” The Board shall not be responsible for the late receipt of EMDs.
e)	Data and information provided by Spices Board of India shall not be disclosed to third parties during the contract period.
f)	Secretary Spices Board reserves the right to accept / reject any offers submitted in response to this advertisement without assigning any reason whatsoever and the decision of Secretary Spices Board shall be final in this regard.
g)	The Bidding firms should have its fully functional office in and around Ernakulam having at least three registered fellow members (FCA) as partners & at least 10 supporting staff (includes article ship trainees). The Bidding firm should have sufficient experienced staff to be deputed for the work, which shall include at least 2 Chartered Accountants. (Self-Attested copy of registration Certificate issued by institute of Chartered Accountants & self -certified details of staff working in the concerned office are to be furnished) Those CA firms in which Peer Review is conducted by ICAI, copy of the certificate issued

	by ICAI should be enclosed along with the Technical Bid.
h)	Bidding firm should have experience of minimum 3 years in dealing with GST, TDS & Income tax related works of Central/State Government Agencies/Autonomous Bodies/PSUs. (Bidders are required to submit Self-Attested copies of Appointment Letters/Agreements/Work Orders issued by such Government Organisations / PSUs along with proof of claim for the last 3 years through GeM for proof of experience). Those firms which do not have previous experience in the similar field shall not be entertained.
i)	The Bidding firm should be registered under Goods & Service Tax Act. (Self- Attested GST Registration Certificate to be furnished.)
j)	The Bidding firm should have minimum Average Annual income of Rs.15 Lakh during the three Financial years. (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets/ IT returns should be furnished by the bidders through GeM)
k).	No counter proposal is acceptable and conditional / late submissions of offers are liable to be rejected.
l).	The Bidding firm shall not influence the organization in any manner and such action will be a disqualification, and the tender submitted by the firm shall be rejected.
m)	The tender is having “TWO BID SYSTEM” i.e. Technical Bid and Financial Bid. The financial bid shall be opened only for those firms who have qualify for the technical bid. Price excluding tax shall be considered in financial bid.

Award of Contract:

The selection will be made on the basis of Least Cost Method based Evaluation (LCBS)

A)	The contract shall be awarded to the firm whose evaluated bid price will be the lowest in financial bid.
B)	In case two or more technically qualified firms quote the same lowest price, the firm with the highest mark in the technical bid shall be awarded the contract.
C)	In case, two or more technically qualified firms quote the same lowest price and have same technical score automatic selection of GEM will be resorted to.
D)	Minimum Marks required for qualifying Technical Bid shall be 60 Marks.
E)	Any legal dispute arising out of this will be subject to the jurisdiction of courts in Ernakulam only.
F)	The bidder should submit their financial quote in the format given in Appendix I (PDF File only) along with their Price Bid. (Price quoted openly along with the Technical Bid should be rejected)

Scope of Works:

1)	<i>GST related works:</i> All GST related works of Spices Board in its Head office and its Unit offices located in other States. The consultancy service shall include,
2)	Filing of all required monthly GST returns including E-invoice, Annual Return, TDS & TCS under GST regime as per the GST regulation & reconciliation of monthly/annual returns.
3)	Data for filing of return shall be derived from the accounting module of Spices Board and the Consultant must arrange the data as per GST return format if required.
4)	It will be the responsibility of the Consultant to ensure the correctness of data regarding output credit, eligibility of input credit & arriving the net tax liability for remittance. Any doubts relating to the data shall be cleared up with the assistance of accounts staff in Spices Board offices concerned before filing the returns.
5)	The Consultant shall assist the office staff in providing necessary information/statements

	related to GST for Tax Audit/other audits conducted by Tax authorities / Internal audit/C&AG during the contract period. If any clarification regarding GST related to the contract period becomes necessary at a later stage, the same shall also be provided.
6)	Appearing before the office of the Goods and Service Tax Department (GST)/ Judiciary as and when needed and drafting and submission of reply for the notices received by Spices Board for all GST related issues all over India with in specified due date as per notice served.
7)	Providing advice/guidance on amendments issued by GST Council from time to time & any further matters in connection with GST.
8)	Facilitate issue of certificates/E-invoices if any, in pursuance of GST & GST TDS.
9)	The Consultant must submit the GST challan for payment within working hours before the last working day and before the due date for filing the concerned GST return.
10)	The Consultant is liable to provide assistance in any other matter related to GST issues as and when required by Spices Board.
2.	<i>Income Tax TDS related works:</i>
1)	Filing of Monthly, quarterly & E-TDS returns i.e from 24Q, 26Q, 27Q, 27EQ & TCS along with corrections/rectification including those related to field to field offices by extracting data from the accounts module & filing of annual Income Tax Return of Spices Board, ITR 7
2)	To attend notices/queries connected with the returns and do the rectifications as and when required by the Income Tax Department.
3)	Provide hard and soft copies of quarterly Form 16, 16A & 27D in time.
4)	Provide hard and soft copies of annual Form 16 (Part A & Part B) & Form 12BA.
5)	The data of part B and Form 12BA will be provided by Spices Board.

Other Terms and Conditions:

i)	Firm should quote the rate for work and applicable GST separately.
ii)	The firm shall be paid monthly. The payments for each month to be made before 15 th of succeeding month on submitting the duly filed statement to the satisfaction of Spices Board along with GST invoice.
iii)	TDS as applicable will be deducted while releasing the payment.
iv)	If any penalty, interest, or other additional claims accrue due to default on the part of Consultant related to GST, TDS, Income tax etc, the same shall be made good from the firm.
v)	If at any time it is felt that the service of the Consultant is not satisfactory, Spices Board reserves the right to terminate the agreement after giving one month notice, and the additional expenditure incurred by the Board in this regard should have to be compensated by the Consultant.

Applicant's Profile

1. Name of the Applicant :

2. Date of incorporation :

3. Address of Head Office :

4. Local Address :

5. Communication details of contact official(s)(both Sales and Services) :

1) Name :

2) Phone Number :

3) Mobile no./Fax Number :

4) E-Mail :

6. Year of commencement of business :

7. GSTIN Registration Number :

8. No of offices nationwide :

9. Copies of audited Profit & Loss statement, Balance Sheet & IT returns for the last 3 years must be furnished.

10. Details of Key partners / staff and their expertise in Brief :

Authorized Signatory

Date :

(Signature and seal of the authorized signatory)

Place :

Technical Bid

Name of work : Hiring Chartered Accountant firm as Tax Consultant

Sl.No	Particulars	Marks
1	<u>No of Years since Registration with ICAI</u> <ul style="list-style-type: none">● Upto 3 years : 8 Marks● Between 3 to 5 years : 10 Marks● Above 5 years, up to 7 years : 12 Marks● Above 7 years up to 10 years : 15 Marks● Above 10 years : 20 Marks	20
2	Firms having experience in filing GST/TDS returns of Govt organization / private organisation having turnover of Rs 25 lakh and above <ul style="list-style-type: none">● Up to 3 firms / organisation : 10 Marks● Above 3 up to 5 firms/organisations : 12 Marks● More than 5 firms/organisations : 15 Marks	15
3	Average Annual Income (Last 3 Financial years) <ul style="list-style-type: none">● Less than 15 Lakhs: 10 Marks● Rs 15 lakh to Rs 30 lakh : 12 Marks● Above Rs.30 Lakhs up to Rs. 40 Lakhs : 15 Marks● Above Rs.40 lakh : 20 Marks	20
4	Chartered Accountant Firms in which Peer Review is conducted by ICAI	15
5	Years of Experience in filing GST/Income Tax TDS returns and related works for at least one entity having turnover more than 20 crore <ul style="list-style-type: none">● Upto 3 years : 5 Marks● Up to 5 years : 8 Marks● More than 5 years : 10 Marks	10
6	Key Persons / Partners <ul style="list-style-type: none">● At least 3 partner with fellow membership : 12 Marks● More than 3 partners with fellow membership upto 5 : 15 Marks● More than 5 partner with fellow membership: 20 Marks	20

Minimum qualifying marks in Technical bid for evaluation is 60 Marks

BIDDERS ARE REQUESTED TO SUBMIT THE BELOW MENTIONED FORMAT IN PDF FORMAT ALONG WITH THEIR FINANCIAL BID

Appendix I

Format for Submission of Financial Bid

Quotations for GST related works (For 21 Registrations)

Particulars	Monthly fee per Registration	Yearly fee per Registration	Total fee for 21 Registrations
Monthly GST filing (includes GSTR 1, 2A reconciliation & 3B)			
Monthly E –Invoice (Average -4000 invoices for upload per registration)			
Monthly GST TDS filing per registration - (Average – 20 Line Items for upload per registration)			
GST annual returns Per registration			
Total (A) inclusive of GST			

Quotations for IT related works

Particulars	Yearly fee in Rs
Filing Quarterly TDS returns for employees - 24Q (approx. 225 employees)	
Filing Quarterly TDS returns other than employees -26Q	
Filing of Form 16 for Employees & Others	
Filing of ITR 7	
Total (B) inclusive of GST	

Total Quote value of A+B will be considered for financial evaluation.

Note: The quotations for drafting replies & attending the hearing / appearing before the Dept may be given separately as these are not routine in nature & same will not be considered for evaluation of financial bid.