

बिड दस्तावेज़ / Bid Document

| बिड विवरण/Bid Details | |
|--|--|
| बिड बंद होने की तारीख/समय /Bid End Date/Time | 17-04-2026 17:00:00 |
| बिड खुलने की तारीख/समय /Bid Opening Date/Time | 17-04-2026 17:30:00 |
| बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date) | 90 (Days) |
| मंत्रालय/राज्य का नाम/Ministry/State Name | Ministry Of External Affairs |
| विभाग का नाम/Department Name | Na |
| संगठन का नाम/Organisation Name | N/a |
| कार्यालय का नाम/Office Name | Consular, Passport Visa Division, Patiala House Annexe, Tilak Marg, New Delhi |
| वस्तु श्रेणी /Item Category | Financial Advisory Services - Offsite; Tax Advisory |
| अनुबंध अवधि /Contract Period | 1 Year(s) |
| उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service | 3 Year (s) |
| एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover | No |
| स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover | No |
| विक्रेता से मांगे गए दस्तावेज़/Document required from seller | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid? | Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in) |
| बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या / Minimum number of bids required to disable automatic bid extension | 1 |

| बिड विवरण/Bid Details | |
|---|-----------------------------|
| दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended | 3 |
| ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count | 3 |
| बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled | No |
| बिड का प्रकार/Type of Bid | Two Packet Bid |
| तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation | 2 Days |
| मूल्यांकन पद्धति/Evaluation Method | Total value wise evaluation |
| मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required | Yes |
| मध्यस्थता खंड/Arbitration Clause | No |
| सुलह खंड/Mediation Clause | No |

ईएमडी विवरण/EMD Detail

| | |
|-------------------|----|
| आवश्यकता/Required | No |
|-------------------|----|

ईपीबीजी विवरण /ePBG Detail

| | |
|---|---------------------|
| एडवाइजरी बैंक/Advisory Bank | State Bank of India |
| ईपीबीजी प्रतिशत (%)/ePBG Percentage(%) | 5.00 |
| ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months). | 14 |

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

लाभार्थी /Beneficiary :

Deputy Passport Officer
Regional Passport Office, SCO 28-32, Sector 34-A, Chandigarh- 16022
(Ashwani Kumar)

UIN Number NCTGC2415P

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

एमआईआई अनुपालन/MII Compliance

| | |
|-------------------------------|-----|
| एमआईआई अनुपालन/MII Compliance | Yes |
|-------------------------------|-----|

एमएसई खरीद वरीयता/MSE Purchase Preference

| | |
|--|-----|
| एमएसई खरीद वरीयता/MSE Purchase Preference | Yes |
| सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X% | 15 |

1. 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.
2. 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
3. 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
4. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/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.:As per RFP

Number of XX qualified professionals in full time employment at senior level with experience in handling similar or relevant projects.:As per RFP

Scope of work to be uploaded by buyer:[1775459723.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 experience | 40 | 24 | View file | Yes |
| No. of project handled | 40 | 24 | View file | Yes |
| Detailed presentation | 20 | 12 | View file | Yes |

Total Minimum Passing Technical Marks: 60

Financial Advisory Services - Offsite; Tax Advisory (1)

तकनीकी विशिष्टियाँ /Technical Specifications

| विवरण/ Specification | मूल्य/ Values |
|--|---|
| कोर / Core | |
| Deployment Location | Offsite |
| Category of financial advisory service | Tax Advisory |
| 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 | Tax expert , GST expert , Chartered accountant |
| Qualification of Professional/Resources required | CA |
| Certification of Professional/Resources required | Chartered accountant |
| Total Experience of Professionals / Resources (In years) | More than 10 Years |
| एडऑन /Addon(s) | |
| Post Financial Advisory Support | NA |

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

| क्र.सं./S.N o. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | Quantity | अतिरिक्त आवश्यकता /Additional Requirement |
|-------------------|---|---|-------------------------------|---|
| 1 | Ashwani Kumar | 160022,Passport Office, Chandigarh, SCO 28-32, Sector 34-A, | Project / Lumpsum Based | N/A |

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

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

अस्वीकरण/**Disclaimer**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to

such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

**RFP FOR HIRING OF CHARTERED ACCOUNTANT (CA)
SERVICES for FILLING TDS/GST Returns for RPO,
CHANDIGARH OFFICE**

Request for Proposal for selection of CA Empanelled Company/Agency/firm specialized in filling of TDS/GST returns and other misc. works related to compliance of tax laws.

The Regional Passport office, Chandigarh under the Ministry of External Affairs, Government of India invites Technical and Financial Proposals from the Companies/Agency/ Firms for filling of TDS & GST returns Related Work.

The detailed RFP document containing the background information, eligibility criteria and detailed procedure for submission of proposal can be downloaded from the GeM portal from the date of publishing. The last Date for Submission of Proposal is published on GeM. The pre bid meeting will be held on schedule mentioned on GeM.

The Regional Passport office, Chandigarh under the Ministry of External Affairs, Government of India, reserves the right to accept or reject any application and to annul the process at any time, without any liability and assigning any reason thereof.

-sd-

Deputy Passport Officer
Regional Passport Office

Request for Proposal for selection of CA Empanelled Company/Agency/firm specialized in filling of TDS/GST returns and other misc. works related to compliance of tax laws

| | | |
|----|---|---|
| 1 | Tender Title | Request for Proposal for selection of CA Empanelled Company/Agency/firm specialized in filling of TDS/GST returns and other misc. works related to compliance of tax laws |
| 2 | Tender Publisher | Regional Passport office, Chandigarh under the Ministry of External Affairs, Government of India |
| 3 | Pre-Bid Query submission date | As per GeM |
| 4 | Date & time of receipt of Tender Document | as per GeM |
| 5 | Date & time of Opening Technical Bid | As per GeM |
| 6 | Date & Time of Opening Financial Bid | As per GeM |
| 7 | Earnest of Money Deposit & Performance Bank Guarantee | As per GeM |
| 8 | Period of Engagement | As per GeM |
| 9 | Address of Communication | Sh. Ashwani Kumar, Deputy Passport Officer Regional Passport office Email ID: rpo.chandigarh@cpo.gov.in |
| 10 | Availability of Tender Document | The RFP document can be downloaded from the GeM portal. |
| 11 | Validity of Proposal | Proposals must remain valid for 30 days after the submission date. |
| 12 | Consortium | Not allowed |
| 13 | Method of Selection | LCS |
| 14 | Bid Submission | Bid submission will be online through the GeM portal. |
| 15 | Language | The Proposal should be filled by the Bidders in English language only. |

(sd/-)
(Ashwani Kumar)
Deputy Passport Officer

Terms of Reference (ToR)

Hiring of Chartered Accountant (CA) Services for Filing TDS/GST Returns for RPO, Chandigarh office

1. Background

Government offices are required to comply with statutory obligations under the Income Tax Act and Goods & Services Tax (GST) laws. Timely and accurate filing of TDS and GST returns is essential to ensure compliance, avoid penalties, and maintain transparency. To achieve this, professional services of a qualified Chartered Accountant (CA) are required.

2. Objectives

- To engage a Chartered Accountant/CA firm for filing TDS and GST returns of the office.
- To ensure compliance with all applicable tax laws and regulations.
- To maintain proper records and provide advisory support on tax-related matters.

3. Scope of Work

The selected CA/CA firm shall be responsible for:

- Preparation and filing of **monthly/quarterly 24-Q – Salary returns.**
- Preparation and filing of **monthly/quarterly 26-Q – Non Salary returns.**
- Preparation and filing of **annual 24 Q Salary Declarations** including issuance of Form 16.
- Issuance of Form 16
- TDS Filing Govt. Charges.
- Preparation and filing of **monthly/quarterly GST returns.**
- Advisory support on tax compliance, notices, and queries from tax authorities.
- Assistance in generation of challans, payment of taxes, and filing correction statements if required.
- Maintaining confidentiality of office records and data.

4. Deliverables

- Timely filing of all TDS and GST returns as per statutory deadlines.
- Submission of filing confirmation and acknowledgment copies.
- Monthly/Quarterly compliance report to the office.
- Advisory notes on changes in tax laws relevant to the office.

5. Duration of Engagement

The engagement will be for **one year**, extendable based on performance and requirement.

6. Payment Terms

- Payment will be made on a **quarterly basis** upon submission of invoices and proof of filing.
- Rates shall be quoted as per GeM guidelines.
- Taxes will be deducted at source as applicable.

7. Evaluation Criteria

- Technical qualification (experience, credentials, government work handled).
- Financial bid (competitive pricing on GeM).
- Compliance with eligibility criteria.

1. Pre-Qualification Cum Technical & Financial Criteria

A) Conditions to be satisfied in the PQ Criteria:

- Must be a **practicing Chartered Accountant** or a **CA firm registered with ICAI**.
- Minimum **3 years of experience** in handling TDS/GST compliance for government or public sector organizations.
- Valid GST registration and PAN.
- Should not have been blacklisted by any government department/PSU.
- Copy of Income Tax Return filed/Audited Balance Sheet for the last three(3) financial years(FY 2022-23, 2023-24 & 2024-25) to be enclosed.
- The bidder shall be a Company /Firm/ Individual specialized in carrying out financial matters the details of any work done by him for any Government/ PSU/ Bank/Insurance Company/Autonomous Org./any Major Establishment in last 3 (three) years with evidence or certification from that organization.

B) Bidders adhering to above and scoring 60% marks as per TQ criteria mentioned below will be eligible for opening of financial bid:

| Technical Qualification (TQ) Evaluation Criteria | | |
|--|---|---------------|
| S.No | Criteria | Maximum marks |
| Bidder's Experience – 100 marks (minimum qualifying marks – 60) | | |
| 1 | The Bidder shall submit the documents related to no. of years of experience. Bidders with less than 10 year experience -10 Marks More than 10 year experience - 30 Marks | 40 |
| 2 | The bidder shall have experience of handling financial matters for any Government/ PSU/ Bank/Insurance Company and shall share detail of minimum 03 organizations with evidence or certification of completion from that Organization. Less than 3 Projects- 10 marks. 3-5 projects – 10 marks More than 5 projects – 20 marks | 40 |
| 3 | Detailed Presentation w.r.t work to be undertaken | 20 |
| TOTAL | | 100 |

C) Conditions to be satisfied in the Financial Bid:

- a) Price quoted should be before tax/GST on a comprehensive basis.
- b) Amount will be in Indian Rupees only.
- c) Amount to be written in figures as well as in words.
- d) No other charges would be payable by the RPO, Chandigarh.
- e) Under normal circumstances the rate shall be valid for a period of 60(Sixty) days from the date of opening of tender.
- f) Offer rate & GST to be mentioned separately.
- g) Evaluation of tender for deciding L1(lowest)bidder shall be done on the basis of total lowest value (including GST and/or any other charges applicable) quoted.
- h) Details w.r.t Technical Bid to be submitted as per the available provisions on GeM.

9. Confidentiality & Compliance

The CA/firm shall maintain strict confidentiality of all office records and comply with applicable laws, rules, and regulations. No financial data shall be disclosed to third parties without prior consent.

10. General Terms & Conditions

A. General Terms & Conditions:

- a. The bids submitted by telex / telegram / fax / e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- b. RPO, Chandigarh reserves the right to modify and amend any of the above-stipulated condition / criterion depending upon project priorities vis-à-vis urgent commitments.
- c. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the RPO, Chandigarh. The RPO, Chandigarh may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the RPO, Chandigarh.
- d. After acknowledgement of the LoA / Acceptance of Contract on GeM by the selected Bidder, a Performance Bank Guarantee of Percentage mentioned in the GeM portal of Total bid value has to be deposited in the form of Bank Guarantee of any nationalized / scheduled bank in the name of Treasurer (RPO) or any other forms as per GeM criteria. The Performance Bank Guarantee shall be valid for a period of two months beyond the duration of Contract as specified in this RFP document.
- e. Original hard copy of EMD / PBG received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and may be collected by the Bidder.
- f. No modification of bids shall be allowed once the bid is submitted.
- g. On Successful Award of the assignment by the RPO, Chandigarh based on this RFP, all the information supplied by the Bidder will be treated contractually binding on that Bidder.
- h. Failure of the successful Bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event RPO, Chandigarh may award the contract to the next best value Bidder or call for new Proposals from the interested Bidders or invoke the PBG of the most responsive Bidder.
- i. Prices quoted must be firm and shall not be subject to any upward revision on any account what-so-ever throughout the period of the engagement.
- j. Payment: in line with provisions of GeM.
- k. Any publicity by the Bidder containing the name of RPO, Chandigarh should be done only with the explicit written permission from RPO, Chandigarh.

- l. The Bidders cannot withdraw the Proposal in the interval between the last date for receipt of bids and the expiry of the Proposal validity period specified in the RFP. Such withdrawal may result in the forfeiture of its EMD from the Bidder.
- m. Consortium of any form is not allowed
- n. Subcontracting not allowed.
- o. In the event any provision of the Contract is held to be invalid or unenforceable under the applicable law, the remaining provisions of this Contract shall remain in full force and effect.
- p. The selected Bidder must designate a single point of contact (SPOC) along with Phone Number for all the communications related to the shifting, to streamline coordination and decision-making.

B. Compliant Tenders / Completeness of Response

- a. Bidders are advised to study all instructions, forms, terms, requirements, appendices and other information in this RFP document carefully.
- b. Submission of the Bid Proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- c. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected.
- d. Bidders must:
 - i. Comply with all requirements as set out within this RFP,
 - ii. Submit the forms as specified in this RFP and respond to each element in the order as set out in this RFP,
 - iii. Include all supporting documentations specified in this RFP, and
 - iv. The Proposals must be complete in all respects and indexed. The page numbers must be clearly marked on each page and cross references should be indicated on the Index Page.

C. Bidder's queries & Clarifications

- a. RPO, Chandigarh shall invite queries from Bidders as per the details mentioned in the Fact Sheet of this document.
- b. The Bidders will have to ensure that their queries for reach to RPO, Chandigarh by email within 5 days of floating of RFP mentioned in Fact Sheet of this document. The queries should be sent at email mentioned herein. The queries should necessarily be submitted in the following format:

| Section / Page No. | Content of RFP requiring clarifications | Change / Clarification Requested | Remarks |
|---------------------------|--|---|----------------|
| | | | |
| | | | |
| | | | |
| | | | |

- c. RPO, Chandigarh shall not be responsible for ensuring that the Bidder's queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the RPO, Chandigarh.
- d. The purpose of query clarification is to provide the Bidders with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project. However, RPO, Chandigarh reserves the right to hold or re-schedule the Pre-Bid meeting.

D. Responses to Pre-bid Queries and Issue of Corrigendum

- a. The Officer notified by the RPO, Chandigarh will endeavour to provide timely response to the queries. However, RPO, Chandigarh makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does RPO, Chandigarh undertake to answer all the queries that have been posed by the Bidders.
- b. At any time prior to the last date for receipt of bids, RPO, Chandigarh may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
- c. The Corrigendum (if any) & clarifications to the queries from all Bidders will be uploaded on the GeM portal.
- d. Any such corrigendum shall be deemed to be incorporated into this RFP.
- e. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, RPO, Chandigarh may, at its discretion, extend the last date for the receipt of Proposals.

E. Key Requirements of the Bid

Rights to terminate the process:

- a. The RPO, Chandigarh may terminate the RFP process at any time and without assigning any reason. The RPO, Chandigarh makes no commitment, express or implied, that this process will result in a business transaction with anyone.
- b. This RFP does not constitute an offer by the RPO, Chandigarh. The Bidders' participation in this process may result in the RPO, Chandigarh selecting the Bidder to engage towards execution of the Contract.

F. Proposal Preparation Costs

The Bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings / discussions / presentations, preparation of Proposal, in providing any additional information required by RPO, Chandigarh to facilitate the evaluation process, and in negotiating a definitive Contract or all such activities related to the bid process. RPO, Chandigarh will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

G. Submission of RFP

- a. Not more than one RFP offer will be accepted from any Bidder. If an Individual / Bidder participates in the RFP offer, representing more than one bid by one Organization / Individual under one or different name then such multitude of bid shall amount to collusive activity and appropriate action should be taken by the RPO, Chandigarh under fraud and corrupt practices.
- b. RFP offers have to be submitted through the GeM portal.
- c. The offer should be given in the prescribed format as per this RFP document.
- d. The submission of offer by any Bidder implies that they have read the terms and conditions of the RFP and have made themselves fully aware of the scope and specifications of the requirement. Any addition or omissions in the original offer after opening of the offers will not be entertained.
- e. Bidders to submit the bids with covering letter which may be seen at Appendix-I.

H. Deadline for Submission of the Bids

- a. The bids should be received through the GeM portal before or on scheduled date & time.
- b. RPO, Chandigarh reserves the rights to extend the deadline or for making any other change in the Bid document by issuing an amendment online in this regard.

10. Termination Clause

The office reserves the right to terminate the contract at any stage in case of unsatisfactory performance, breach of confidentiality, or non-compliance with statutory requirements.

TECHNICAL BID DOCUMENT

1. Name of the Company/Firm/Agency:
2. AddressoftheCompany/Firm/Agencywithmobile,landlinenumber&emailID:
3. Registration Number and Year of Registration
4. Official Address:
5. Evidence for GST Registration (to be enclosed):Yes/No
6. Evidence for Permanent Account Number (to be enclosed):Yes/No
7. Evidence for filing of Income Tax Returns/Audited Balance Sheet (to be enclosed for last 3 years): Yes/ No
8. Details of work done for any Government/ PSU/ Bank/Insurance Company/any Major Establishment in last 3 (three) years with evidence or certification from that organization (evidence or certification copy to be enclosed: Yes /No

Declaration:

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement and/or in the documentsfurnishedatanystage,I/wewillbeblacklistedandthatI/wewillnotbepermittedtohave any dealing with the Department in future.

Signature of Authorized Signatory with date & seal

FINANCIAL BID DOCUMENT

(The bidder should quote rates inclusive of all the charges or any other charges as may be applicable for undertaking the work and any other statutory obligations as the case may be.)

1. Name of the Company/Firm/Agency:
2. Address of the Company/Firm/Agency(with Tel No. & email ID):
3. Contact Person(with mobile number & email ID):
4. Price/Rate offered(kindly note any overwriting may cause rejection of the offer):

Total amount payable:

- a. Rupees(in figures) exclusive of GST or any other Tax:
 - b. Rupees(in words) exclusive of GST or any other Tax:

 - c. Applicable GST amount in Rupees(in figures):
 - d. Applicable GST amount in Rupees(in words):

 - e. Total amount in Rupees including GST(a+c) (in figures):
 - f. Total amount in Rupees including GST(b+d) (in words)
5. No other charges would be payable by the RPO, Chandigarh.

Signature of Authorized Signatory with date & seal

Annexure-IV

Undertaking

1. I, Son/Daughter/Wife of _____ Shri
.....
Proprietor/Director/authorized signatory of....., am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we,am/ are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

4. It is certified that no investigations is pending/legal action contemplated against.....(name of agency) by any government authority to the best of my knowledge and belief.

5. It is certified that the agency has not been blacklisted/ security deposit as not been forfeited in case of the agency during the last five years.

6. It is certified that no part of the work will be outsourced to other third parties.

Signature of Authorized Signatory
with date & seal

Proposal Covering Letter

Date:

To,

Deputy Passport Officer

Regional Passport Office,

Ministry of External Affairs, Govt. of India

SCO 28-32, Sector 34-A, Chandigarh

Subject: Selection of CA Empanelled Company/Agency/firm specialized in filling of TDS/GST returns and other misc. works related to compliance of tax laws .

Dear Ma'am / Sir,

We (Name of the Bidder) hereby submit our Proposal in response to notice inviting tender date and tender document no.and confirm that:

- i. All information provided in this Proposal and in the attachments is true and correct to the best of our knowledge and belief.
- ii. We shall make available any additional information if required to verify the correctness of the above statement.
- iii. Certified that the period of validity of bids is 90 days from the last date of submission of Proposal.
- iv. We are quoting for all the services mentioned in the Scope of Work of the RFP.
- v. We the Bidders are not under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government agencies.
- vi. RPO, Chandigarh under Ministry of External Affairs may contact the following person for further information regarding this tender:
- vii. Name and full address of office, Contact No., Email ID, Company Name
- viii. We are submitting our Eligibility criteria, Proposal bid documents and technical bid documents along with original DD of both EMD.

Yours sincerely,

Signature

Full name of signatory Designation
Name of the Bidder (firm etc.)

Appendix-II

Non-Disclosure Agreement

This Non-Disclosure Agreement ("Agreement") is made and entered into ____ day of, 20XX by and betweenhaving its office at _____ (hereinafter referred to as "Department")

AND

....., having its office at _____ (hereinafter referred to as: "Development agency")

"RPO, Chandigarh" and "Selected agency" shall be individually referred to as Party and collectively as Parties to this Agreement.

Whereas, the Parties have entered into an Agreement bearing reference number _____ dated _____ for _____provision of _____ (hereinafter referred to as 'Agreement'); and

Whereas, during the execution of the Agreement, PARTIES may disclose to each other certain information which is confidential and proprietary in nature and as such they wish to protect such information from unauthorized disclosure and use;

NOW, THEREFORE, in consideration of the foregoing and the covenants and agreements contained herein and, in the Agreement, the Parties agree as follows:

1. Definitions. As used herein:
 - a. The term "Confidential Information" shall include, without limitation, all information and materials, furnished by a Party ("Discloser") to another Party (Recipient) in connection with Government/corporates/citizen/users/persons/customers data, products and/or services, including information transmitted in writing, orally, visually, (e.g. video

terminal display) or on magnetic or optical media, and including all proprietary information, customer & prospect lists, trade secrets, trade names or proposed trade names, methods and procedures of operation, commercial or marketing plans, licensed document know-how, ideas, concepts, designs, drawings, flow charts, diagrams, quality manuals, checklists, computer database, products and/or services. Confidential Information shall also include results of any tests, sample surveys, analytics, data mining exercises or usages etc. carried out by Discloser in connection with the Recipients' or any government department's / Corporates information including citizen/users/persons/customers personal or sensitive personal information as defined under any law for the time being in force.

- b. The term, "Selected agency" shall include the directors, officers, employees, agents, consultants, contractors and representatives of Development agency including its affiliates, subsidiary companies and permitted assigns and successors.
2. Protection of Confidential Information. With respect to any Confidential Information disclosed by the Discloser to the Recipient or to which any Party has access, both the Parties agree that it shall:
- a. Use the Confidential Information only for accomplishment of the Services to be performed under the Agreement and in accordance with the terms and conditions contained herein;
 - b. Maintain the Confidential Information in strict confidence and take all reasonable steps to enforce the confidentiality obligations imposed hereunder, but in no event take less than reasonable care than it takes to protect the confidentiality of its own proprietary and confidential information and that of its clients;
 - c. Not make or retain copy of any Confidential Information except as necessary, under prior written permission from other Party in connection with the Services to be performed under the Agreement, and ensure that any such copy is immediately returned to the other Party even without express demand from such Party to do so;
 - d. Not disclose or in any way assist or permit the disclosure of any Confidential Information to any person or entity without the express written consent of discloser except as provided in Article 6 below; and
 - e. Return to Discloser, or destroy, at Discloser's direction, any and all Confidential Information disclosed in a printed form or other permanent record, or in any other tangible form (including without limitation, all copies, notes, extracts, analyses, studies, summaries, records and reproductions thereof) immediately upon the earlier to occur of:
 - i. expiration or termination of the Agreement, or
 - ii. on request of Discloser.
 - f. Not discuss with any member of public, media, press or any other person about the nature of arrangement entered between the Parties or the nature of services to be provided by the Development agency to the Department.
3. Onus. Recipient shall have the burden of proving that any disclosure or use inconsistent with the terms and conditions hereof falls within any of the exceptions

provided in Article 4 below.

4. Exceptions. The obligations of confidentiality as mentioned in this Agreement shall not apply to any information:
 - a. Which has become generally available to the public without breach of this Agreement by Recipient;
OR
 - b. Which at the time of disclosure to Recipient was known to Recipient free of confidentiality restriction as evidenced by documentation in Recipient's possession;
OR
 - c. Which either Party agrees in writing is free of such confidentiality restrictions.

5. Remedies. The Parties acknowledge and agree that
 - a. Any actual or threatened unauthorized disclosure or use of the Confidential Information by Recipient would be a breach of this Agreement and may cause immediate and irreparable harm to Discloser;
 - b. Damages from such unauthorized disclosure or use may be impossible to measure accurately and injury sustained by Department may be impossible to calculate and remedy fully. Recipient acknowledges that in the event of such a breach or threatened breach of any provision of this Agreement, Discloser shall be entitled to specific performance by Recipient of Recipient's obligations contained in this Agreement. Recipient shall indemnify, save, hold harmless and defend Discloser promptly upon demand and at its expense, at any given point in time from and against any and all suits, proceedings, actions, demands, losses, claims, damages, liabilities, costs (including reasonable attorney's fees and disbursements) and expenses (collectively "Losses") to which Discloser may become subject to, in so far as such Losses arise out of, in any way relate to, or result from breach of obligations under this Agreement by Recipient. Such Party shall also be entitled, without the requirement of posting a bond or other security, to seek preliminary and final injunctive relief, as well as any and all other applicable remedies at law or equity, including the recovery of damages.

6. Need to Know. The Parties shall restrict disclosure of Confidential Information to its employees and/or consultants who have a need to know such information for accomplishment of Services under the Agreement provided such employees and/or consultants have agreed to abide by the terms and conditions of this Agreement and agree that they shall not disclose such Confidential Information to any affiliates, subsidiaries, associates and/or third party without prior written approval of Discloser.

7. Intellectual Property Rights Protection. No license to Recipient, under any trademark, patent, copyright, design right, mask work protection right, or any other intellectual property right is either granted or implied by the conveying of Confidential Information to Recipient by the Discloser.

8. No Conflict. The Parties represent and warrant that the performance of their obligations hereunder does not and shall not conflict with any other agreement or obligation of the respective Parties to which they are a party or by which the respective Parties are bound.

9. Department. The Parties represent and warrant that they have all necessary

Department and power to enter into this Agreement and perform their obligations hereunder.

10. **Governing Law.** This Agreement shall be interpreted in accordance with and governed by the substantive and procedural laws of India and the Parties hereby consent to submit to the exclusive jurisdiction of Courts and/or Forums situated at New Delhi, India only.
11. **Entire Agreement.** This Agreement constitutes the entire understanding and agreement of the Parties, and supersedes all previous or contemporaneous agreement or communications, both oral and written, representations and understandings among the Parties with respect to the subject matter hereof.
12. **Amendments.** No amendment, modification and/or discharge of this Agreement shall be valid or binding on the Parties unless made in writing and signed on behalf of each of the Parties by their respective duly authorized officers or representatives.
13. **Binding Agreement.** This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and permitted assigns.
14. **Severability.** It is the intent of the Parties that in case any one or more of the provisions contained in this Agreement shall be held to be invalid or unenforceable in any respect, such provision shall be modified to the extent necessary to render it, as modified, valid and enforceable under Applicable Laws, and such invalidity or unenforceability shall not affect the other provisions of this Agreement.
15. **Waiver.** If either Party should waive any breach of any provision of this Agreement, it shall not thereby be deemed to have waived any preceding or succeeding breach of the same or any other provision hereof.
16. **Survival.** The Parties agree that all of their obligations undertaken herein with respect to Confidential Information received pursuant to this Agreement and obligations of indemnity shall survive for a period of 2 years after any expiration or termination of this Agreement.

IN WITNESS WHEREOF, and intending to be legally bound, the Parties have executed this Agreement to make it effective from the date and year first written above.

For RPO Chandigarh

For: "Selected Agency"

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

WITNESSES:

1. <Name, Address, Sign>

2. <Name, Address, Sign>