

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	18-04-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	18-04-2026 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Social Justice And Empowerment Department Gujarat
संगठन का नाम/Organisation Name	Director Of Social Defence
कार्यालय का नाम/Office Name	Bhavnagar
वस्तु श्रेणी /Item Category	Financial Advisory Services - Onsite; 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	2 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes   Complete
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 मेनू 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 विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b>	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>	1
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
अनुमानित बिड मूल्य / <b>Estimated Bid Value</b>	50000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	HDFC Bank
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	15

(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 :

MEMBER SECRETARY  
BHAVNAGAR, T-16 BAHUMALIBHAVAN DISTRICT CHILD PROTECTION UNIT  
(Bhavnagar Dist Child Prot Unit Hol Acc)

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

## एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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## एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	No
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. 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.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
7. Past Experience of Similar Services: The bidder must have successfully executed/completed 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.

## 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.:3**

**Scope of work to be uploaded by buyer:**[1775636972.pdf](https://www.mca.gov.in/central-services/1775636972.pdf)

## Financial Advisory Services - Onsite; Tax Advisory ( 1 )

## तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Onsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns , Bookkeeping Support , Compliance and Governance Needs , Advance Tax Computation , Tax Litigation Strategy , Accounting Verification of books of account Internal Audit Income Tax Department Quarries. , Accounting Verification of books of account Internal Audit Income Tax Department Quarries
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	Certified internal auditor (ICAI)
Total Experience of Professionals / Resources (In years)	2-5
<b>एडऑन /Addon(s)</b>	
Post Financial Advisory Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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## अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Chauhan Navghanbhai Boghabhai	364001, District Child Protection Unit T- 16, Third Floor, Nr. S.T. Bus stand, Bahumali Bhavan Bhaavnagar 364001	Project / Lumpsum Based	N/A

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

#### 1. 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

BHAVNAGAR DIST CHILD PROT UNIT HOL ACC  
payable at  
BHAVNAGAR

. 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.

#### 2. Buyer Added Bid Specific ATC

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

### अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and

published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.

8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. 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 General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

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 कार्रवाई 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---

## જીલ્લા બાળ સુરક્ષા એકમ ભાવનગર

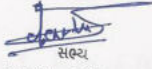
નાણાકીય વર્ષ : 2026-27 માટે FINANCIAL ADVISORY SERVICE (On-Site) ની કામગીરી અર્થે FINANCIAL CONSULTANT તરીકે CA.. ફર્મની નિમણૂક Gem Portal પર કરવાની થાય છે, જેનાં માટેની,,,,,,


સામાન્ય શરતો અને બોલીઓ નીચે મુજબની રહેશે.

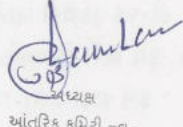
1. ઇન્ટીટ્યુટ ઓફ ચાર્ટડ એકાઉન્ટન્ટ ઓફ ઇન્ડિયા (ICAI)માં માન્યતા પ્રાપ્ત કરેલ ICAI દ્વારા નક્કી કરવામાં આવેલી રેન્કિંગ કેટેગોરી - 4 હોવી જોઈએ. ( માન્યતા પ્રાપ્ત સર્ટિફિકેટ અપલોડ કરવું.)
2. ફર્મની ઓડીટ અને એટેસ્ટેશનની આવક રૂ. ૭ લાખ કે તેથી વધુ હોવી જોઈએ. ( સર્ટિફિકેટ અપલોડ કરવું.)
3. ફર્મની નોંધણીનો સમય ગાળો ઓછામાં ઓછો ૩ વર્ષનો હોવો જોઈએ.
4. ફર્મનો ભુતકાળનો અનુભવ ઓછામાં ઓછો ૦૨ થી ૦૫ વર્ષનો હોવો જોઈએ. ( સર્ટિફિકેટ અપલોડ કરવું.)
5. સદર કામગીરી નાણાકીય વર્ષ 2026-27 માટેની રહેશે.
6. Scope of Work ના એનેક્સર 1,2,3,4,5, મુજબ કામગીરી કરવાની રહેશે.,
7. ફર્મની નોંધણી ગુજરાત રાજ્યમાં થયેલી હોવી જોઈએ. ( સર્ટિફિકેટ અપલોડ કરવું.)
8. ફર્મમાં ઓછામાં ઓછા ૨ ચાર્ટડ એકાઉન્ટન્ટ ધરાવતા હોવા જોઈએ.
9. ઇન્ટરનલ ઓડીટ કામગીરી ઓનસાઈટ (જીલ્લા બાળ સુરક્ષા એકમ ભાવનગર બહુમાળી ભવન ટી-૧૬ )કચેરી ખાતેથી કરવાની રહેશે.
10. ફર્મ દ્વારા હિસાબી/ઓડીટને લગતી તમામ કામગીરીમાં પુર્ણપણે મદદગીરી કરવાની રહેશે.
11. " ફર્મ દ્વારા GST-TDS RETURN, TDS RETURN FILING" "Accounting & Compilation of Account of DCPUs" હેતુ જિલ્લા બાળ સુરક્ષા એકમ અને સરકારી ચિલ્ડ્રન હોમ ફોર બોયજ ભાવનગર.નુ કરવાનું રહેશે.,
12. ફર્મ દ્વારા " Internal Audit કામગીરી DCPUs" હેતુ " જિલ્લા બાળ સુરક્ષા એકમ કચેરી, સરકારી ચિલ્ડ્રન હોમ ફોર બોયજ કુલસર ભાવનગર, શ્રી નંદકુંવરબા બાલાશ્રમ ચિલ્ડ્રન હોમ ફોર બોયજ(NGO) બોરતળાવ ભાવનગર, શ્રી તાપીબાઈ આર. ગાંધી વિકાસ ગૃહ ચિલ્ડ્રન હોમ ફોર ગર્લસ (NGO) ભાવનગર, શ્રી તાપીબાઈ આર. ગાંધી વિકાસ ગૃહ વિશિષ્ટ દત્તક સંસ્થા નુ કરવાનું રહેશે.,


13. સરકારશ્રીના નિયમ મુજબ GST અને TDS કપાત કરવાનાં રહેશે.
14. ઇન્કમેટેક્સ લગત તમામ કામગીરી સરકારશ્રી દ્વારા નિયત કરેલ સમયમર્યાદામાં પૂર્ણ કરવાની રહેશે.
15. વિવાદ અંગેનું જ્યુરિડીકશન, ભાવનગર રહેશે.
16. ક્વાટર્લી / વાર્ષિક કામગીરી પૂર્ણ થયેથી પૂર્ણ કરેલ કામગીરીના દસ્તાવેજી પુરાવા રજુ કરવાના રહેશે.
17. પૂર્ણ થયેલ કામગીરીનો અહેવાલ અત્રેની કચેરીને મળ્યા પછી પેમેન્ટ કરવામાં આવશે.
18. બિલ રકમ પર GST અલગથી ગણવામાં આવશે.
19. કરાર અવધિમાં વધારો કે ઘટાડો કરવાની સંપૂર્ણ સત્તા અત્રેની કચેરીના સક્ષમ અધિકારની રહેશે.
20. સી.એ. ફર્મની સર્વિસ મેળવવાની બિડની અંદાજિત રકમ રૂ. 50,000/- હોવાથી સી.એ. ફર્મ ટેન્ડર કિમતના 3 % Earnest Money Deposit ફરજિયાત બીડવાની રહેશે, અને અત્રેથી જે એજન્ટ્સી નક્કી કરવામાં આવે તે સી.એ. ફર્મએ ૫% બેન્ક ગેરેન્ટી અથવા ફિક્સ ડીપોઝીટ સ્વરૂપે રજુ કરવાના રહેશે. ડિપોઝીટની રકમ પર વ્યાજ મળવા પાત્ર થશે નહિ. BHAVNAGAR DIST CHILD PROT UNIT HOL ACC ના નામનો DD / Cheque સ્વરૂપે રજુ કરવાની રહેશે.
21. ઉપરોક્ત તમામ શરતો અને માપદંડ બીડર પેઢીને બંધન કરતા અને મંજૂર છે, તે બાબતે બીડ ભરનાર પેઢીએ સહી અને સિક્કા લગાવી ATC અપલોડ કરવાનું રહેશે.

બીડ ભરનાર પેઢીની સહી અને સિક્કો

  
સભ્ય  
આંતરિક કમિટી -વ-  
હિસાબનીશ  
જિલ્લા બાળ સુરક્ષા એકમ - ભાવનગર

  
સભ્ય  
આંતરિક કમિટી -વ-  
સુરક્ષા અધિકારી (બિન સંસ્થાકીય)  
જિલ્લા બાળ સુરક્ષા એકમ - ભાવનગર

  
અધ્યાક્ષ  
આંતરિક કમિટી -વ-  
જિલ્લા બાળ સુરક્ષા અધિકારી - ભાવનગર

  
સહાયક સચિવ  
જિલ્લા બાળ સુરક્ષા એકમ -વ-  
જિલ્લા સમાજ સુરક્ષા અધિકારી - ભાવનગર

## Annexure - 1

### DISTRICT CHILD PROTECTION UNIT -BHAVNAGAR

GST : CONSULTANCY : F.Y. 2026-2027

#### **1. GST Return Filing Work :-**

- 1.1 To guide the organization for any queries faced during compilation of data.
- 1.2 To transform the data so submitted by organization into required formats, verifying the data for any mistakes, gathering the Input Tax Credit data form GST Portal and preparing the GST returns in formats as specified by the Govt. from time to time.
- 1.3 To submit the GST returns online/offline monthly & quarterly of organizations applicable.
- 1.4 To analyze and advise the organization about the GST law, amendments, circulars, reports and guidelines issued by GST Council and GOI from time to time, subject to their applicability on the organization.
- 1.5 To advise the organization in amendment of existing software or development of new functionality or software, if required, to GST including place of, Supply of service Rules, Point of Taxation Rules, Valuation Rules, etc.
- 1.6 To give presentations and training seminars if required for the employees of the organization to update/train them regarding the GST applicability & functionality in day to day accounting.

#### **2. TDS/TCS on GST :-**

- 2.1 To guide the organization for any queries faced during compilation of data.
- 2.2 To transform the data so submitted by organization/district offices into required formats, verifying the data for any mistakes and preparing the returns in formats as specified by the Govt. from time to time.
- 2.3 Finalize and arrange to submit the said GST/TDS/TCS return within stipulated time on monthly/quarterly basis as applicable to ensure that late filing does not occur.
- 2.4 Attend the queries if raised by the GST/TDS/TCS department relating to the said returns in the form of intimations, show cause notices etc. (Other than Assessment/Appeal/search proceedings).

2.5 Filing GST/TDS/TCS amendment return/correction return as required for which the fees will be decided upon mutually agreed basis.

2.6 Downloading all related form/certificates on a monthly/quarterly basis and submitting the same to the concern offices through email.

**3. GST Audits :-**

3.1 To transform the data so submitted by district offices + HO offices into the required formats and uploading & filing annual GST Audit Reports. / On or before due date.

3.2 Attending GST Audits and Compliance of GST Audit queries (Other than Assessment/Appeal/search proceedings).

**4. GST Compliances :-**

4.1 Compliance of all Notices/Letters/Intimations received from GST Authorities for the period of 01/04/2026 to 31/03/2027 in a timely manner.

4.2 Note: The work of Assessment/Appeal/such proceedings shall be given on case to case basis upon requirement at mutually agreed fees.

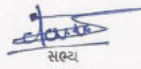
**5. GST Refund :-**

5.1 For presentation and filing GST Refund Application as and when required for the period of 01/04/2026 to 31/03/2027.

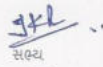
5.2 Fees, per application as per mutual agreed by both the parties as and when required.

**Terms of Payment :-**

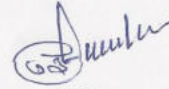
1. GST will be paid extra as per applicable rates.
2. You shall submit your bills at District on monthly basis along with Acknowledgements of the filed returns and excel sheet mentioning the complete details of returns which shall be processed within 15-20 Days after submission of the same.

  
सदस्य

आंतरिक कमिटी -व-  
हिसाबनीश  
जिल्हा बाण सुरक्षा येकम - सावनगर

  
सदस्य

आंतरिक कमिटी -व-  
सुरक्षा अधिकारी (बिन संस्थाकीय)  
जिल्हा बाण सुरक्षा येकम - सावनगर

  
अध्यक्ष

आंतरिक कमिटी -व-  
जिल्हा बाण सुरक्षा अधिकारी - सावनगर

Annexure - 2

**DISTRICT CHILD PROTECTION UNIT -BHAVNAGAR**

**TDS: CONSULTANCY : F.Y. 2026-2027**

**Scope of Work :-**

- 1.1 To Guide the organization and field offices for compilation of data for TDS returns in form 24Q, 26Q, and 27EQ, etc.
- 1.2 To transform this data in the E-TDS format so required, checking and verifying it for errors, to mail the concerned office as well as HO about such error.
- 1.3 To Finalize and arrange to submit the said E-TDS returns of the district offices to NSDL/Traces within stipulated time for the F.Y. 2026-2027.
- 1.4 To coordinate & to comply with the queries regarding these quarterly TDS returns of F.Y. 2026-2027 with concern district office
- 1.5 To Download the default status & resolve the defaults so generated and file revised return as and when required for the F.Y. 2026-2027 ( The fees for revised return shall be decided upon requirement and mutually agreed basis).
- 1.6 To assist the district office in TDS related queries, notices, and intimations (other than Assessment/Appeal/Search/Survey Proceedings). So required from time to time for the F.Y. 2026-2027.
- 1.7 The TDS return data for district office will be sent to your office through mail only, our field staff to be called at your office in extreme situation only.
- 1.8 NSDL return filing fee will be reimbursed to your office, on filing of returns and providing acknowledgment receipt on quarterly basis.
- 1.9 To Download & digitally sign (if available) and submit the for 16/16A in soft copies to district offices as well as head office on annual basis.

**Terms of Payment :-**

1. The Bills to be submitted on quarterly basis along with excel sheet mentioning the complete details + all copies of Acknowledgements which shall be paid in 15 Days after submission of the same.
2. GST will be paid extra as per applicable rates.

  
MEMBER  
LLPC-DCPU  
BHAVNAGAR

  
MEMBER  
LLPC-DCPU  
BHAVNAGAR

  
CHAIRMAN  
LLPC-DCPU  
BHAVNAGAR

Annexure - 3

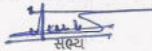
**DISTRICT CHILD PROTECTION UNIT -BHAVNAGAR**

**INTERNAL AUDIT: CONSULTANCY : F.Y. 2026-2027**

1. To report the adequacy of Internal Financial Control system and review of accounting systems.
2. To report on quarterly basis as to whether the organization has complied various provisions on taxation laws. Labor laws, etc. and other statutory payments.
3. Verification of purchase procedures, fixed deposit receipts and its validity.
4. To Review the budget v/s actual.
5. Verification of cash and bank book, employee payments, receipts, bank reconciliation.
6. To check journal vouchers, review fixed asset register, finalization of accounts, verification of contingent liability and its confirmation.
7. To verify human resource related compliances and pay roll.
8. To ensure guidelines issued by HO from time to time are followed and review whether timely action is taken by legal department in respect of legal, arbitration, provisions required thereof.
9. The work to be overseen supervised and managed by a senior partner of the firm.

**Terms of Payment :-**

1. You shall submit your bills at District quarterly along with quarterly Financial Reports for each district and a separate combined monthly report of the entire organization which shall be processed within 15-20 Days after submission of the same.
2. GST will be paid extra as per applicable rates.
3. The transportation expense and daily allowance will not be Granted.

  
સભ્ય

આંતરિક કમિટી -વ-  
હિસાબનીશ  
જિલ્લા બાળ સુરક્ષા એકમ - ભાવનગર

  
સભ્ય

આંતરિક કમિટી -વ-  
સુરક્ષા અધિકારી (બિન સંસ્થાકીય)  
જિલ્લા બાળ સુરક્ષા એકમ - ભાવનગર

  
અધ્યક્ષ

આંતરિક કમિટી -વ-  
જિલ્લા બાળ સુરક્ષા અધિકારી - ભાવનગર

Annexure - 4

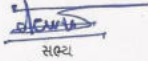
DISTRICT CHILD PROTECTION UNIT -BHAVNAGAR

INCOME TAX RETURN FILING CONSULTANCY : F.Y. 2026-2027

1. Preparation of Computation of Income Tax, filing of Income Tax Return including revised return, if required for the F.Y. 2026-2027
2. Advise for calculation of Advance Tax and its payments.
3. Advise on applicable provisions of various taxation laws when asked by field offices under intimation to corporate office.
4. The work of assessment/appeals/search proceedings shall be allotted on case to case basis at mutually agreed fees.
5. To Prepare Form No-16, 16a 24q,26q which ever is applicable

Terms of Payment :-

1. You shall submit your bills at District annually along with annual Financial Reports for entire organization which shall be processed within 15-20 Days after submission of the same.
2. GST will be paid extra as per applicable rates.

  
सदस्य

आंतरिक कमिटी -व-  
हिसाबनीश  
जिल्ला ब्याण सुरक्षा એકમ - ભાવનગર

  
સદસ્ય

આંતરિક કમિટી -વ-  
સુરક્ષા અધિકારી (બિન સંસ્થાકીય)  
જિલ્લા બાળ સુરક્ષા એકમ - ભાવનગર

  
અધ્યક્ષ

આંતરિક કમિટી -વ-  
જિલ્લા બાળ સુરક્ષા અધિકારી - ભાવનગર

Annexure - 5

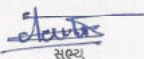
**DISTRICT CHILD PROTECTION UNIT -BHAVNAGAR**


**ACCOINTING: F.Y. 2026-2027**

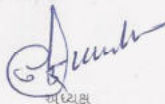
1. To prepare and finalize Books of Accounts of the Trust as required under the Bombay Public Trust Act, 1950 and the Rules made there under including areas of Internal Financial Control.
2. Preparation of Cash Book, Bank Book & Preparation of BRS on Quarterly Basis.
3. To prepare quarterly receipt and payment statement to be placed before the Board.
4. To assist statutory and tax auditor during their audits in all areas relating to accounting.
5. To solve all accounting related queries raised by statutory/internal/tax auditor.
6. To visit all the district offices on quarterly basis as per requirement to ensure that no pending work remains in accounting work at district levels.
7. To deploy a professional chartered accountant having experience in public sector work for overall supervision and management of the said work as well as for reporting / communicating with the management of the company.
8. To compile all the data and submit to taxation consultants on timely basis for filing of Income Tax, GST, TDS, etc. and to ensure no delay beyond due date is there in tax compliances.
9. To suggest and advise on better and more accurate accounting system from time to time.

**Terms of Payment :-**

1. You shall submit your bills at District quarterly along with quarterly Financial Reports for each district and a separate combined monthly report of the entire organization which shall be processed within 15-20 Days after submission of the same.
2. GST will be paid extra as per applicable rates.

  
सहय  
आंतरिक कमिटी -व-  
हिसाबनीश  
जिल्ला बाण सुरक्षा એકમ - ભાવનગર

  
સહય  
આંતરિક કમિટી -વ-  
સુરક્ષા અધિકારી (બિન સંસ્થાકીય)  
જિલ્લા બાળ સુરક્ષા એકમ - ભાવનગર

  
સહય  
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