

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	02-09-2026 16:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	02-09-2026 16:30:00
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	Labour And Employment Department Gujarat
संगठन का नाम / Organisation Name	Directorate Of Employment & Training
कार्यालय का नाम / Office Name	Det
शिकायत निवारण के संपर्क विवरण / Contact details of Grievance redressal	HOD Email id : adirpur-det@gujarat.gov.in Buyer Email id: gemitikeshod@gmail.com
वस्तु श्रेणी / Item Category	Financial Advisory Services - Offsite; Tax Advisory
अनुबंध अवधि / Contract Period	6 Month(s) 15 Day(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 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, 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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों 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 लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
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	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 निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	30000
Payment Timelines	Payments shall be made to the Seller within 45 days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
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

आवश्यकता/Required	No
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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	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15

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. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within $L-1+ 15\%$ (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer 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 seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
7. 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.
8. 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.

9. 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

Scope of work to be uploaded by buyer:[1786527654.pdf](#)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
24-08-2026 13:00:00	PRINCIPAL OFFICE INDUSTRIAL TRAINING INSTITUTE - KESHOD GIDC AREA, MANGROL ROAD, KESHOD-362220

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
Financial Advisory Reports	Yes
Frequency of Progress Report	Quarterly
Type of Professional/Resources required	Tax expert , GST expert
Qualification of Professional/Resources required	CA , ICWA , Post-Graduate in relevant field , Knowledge Expertise
Certification of Professional/Resources required	Certified financial analyst , Certified valuer by ICAI
Total Experience of Professionals / Resources (In years)	0 - 3 Years
एडऑन /Addon(s)	
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

अतिरिक्त विशिष्ट 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	Vala Priyeshkumar Karsanbhai	362220,GOVT. INDUSTRIAL TRAINING INSTITUTE, KESHOD, MANGROL ROAD, G.I.D.C. AREA PO.BOX. NO. 22, TA - KESHOD, DI - JUNAGADH	Project / Lumpsum Based	N/A

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

1. Generic

OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

3. 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 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---

બીડની શરતો

1. સેવા પ્રદાતાનું કોઈપણ કાર્યાલય કેશોદમાં કાર્યરત હોવું આવશ્યક છે. આ માટેના પુરાવા બિડ દસ્તાવેજ સાથે સબમિટ કરવાના રહેશે. એજન્સીએ અપલોડ કરેલા કાર્યક્ષેત્રનો સંપૂર્ણ અભ્યાસ કરવો પડશે અને તે મુજબ કાર્યો હાથ ધરવા પડશે.
2. ગુજરાત રાજ્ય ખરીદી નીતિ ૨૦૨૪ મુજબ, જે બિડર્સ EMD માંથી મુક્ત નથી તેમણે મુખ્ય ઔદ્યોગિક તાલીમ સંસ્થા, કેશોદના નામે ડિમાન્ડ ડ્રાફ્ટ દ્વારા ₹૮૦૦ (રૂપિયા નવસો માત્ર) જમા કરાવવા પડશે. જો આવા બિડર્સ, EMD માંથી મુક્ત નથી, EMD જમા કરવામાં નિષ્ફળ જાય, તો તેમને ટેકનિકલ ચકાસણી તબક્કા દરમિયાન ગેરલાયક ઠેરવવામાં આવશે.
3. અત્રેની ઔ.તા.સંસ્થા - કેશોદ તથા તાબાની સંસ્થાઓમાં ફરજ બજાવતા કર્મચારીઓના ત્રિમાસિક સમયગાળાના TDSના રિટર્ન ફાઈલ કરી આપવાના રહેશે.
4. ઔ.તા.સંસ્થા - કેશોદ દ્વારા ચુકવણુ કરવામાં આવતી એજન્સીઓ/પાર્ટીઓના ત્રિમાસિક સમયગાળાના TDSના રિટર્ન ફાઈલ કરી આપવાના રહેશે.
5. ઔ.તા.સંસ્થા કેશોદ તથા તાબાની સંસ્થા મળી અંદાજે ૭૫ કર્મચારીઓના TDSના રિટર્ન ફાઈલ કરી આપવાના રહેશે.
6. ઔ.તા.સંસ્થા - કેશોદ તથા તાબાની સંસ્થા ના તમામ એજન્સીઓના TDSના રિટર્ન ફાઈલ કરી આપવાના રહેશે.
7. ઔ.તા.સંસ્થા - કેશોદ દ્વારા ચુકવણુ કરવામાં આવતી જે પાર્ટીઓના વાર્ષિક ચુકવણા રૂ.૨૫૦૦૦૦/-થી વધારે હોય તે પાર્ટીઓના TDSના રિટર્ન ફાઈલ કરી આપવાના રહેશે.
8. ત્રિમાસિક સમયગાળો પુર્ણ થયાના એક માસની અંદર રિટર્ન ભરવાનું રહેશે.
9. નાણાકીય વર્ષના અંતે તમામ કર્મચારીઓના / એજન્સીઓના / પાર્ટીના ફોર્મ નં.૧૬ ઓનલાઈન જનરેટ કરી આપવાના રહેશે.
10. આપની કક્ષાએથી થતી ભુલોના સુધારાનો કોઈપણ પ્રકારનો ચાર્જ અલગથી ચુકવવામાં આવશે નહિ.
11. આપની કક્ષાએથી ફાઈલ કરવામાં થયેલ વિલંબની પેનલ્ટીની રકમનું ચુકવણુ અલગથી ચુકવવામાં આવશે નહિ.
12. ચુકવણુ સરકારશ્રીના નિયમોનુસાર મળવાપાત્ર રહેશે.
13. કોઈપણ પ્રકારના વાદ વિવાદ કે તકરાર માટે ન્યાયક્ષેત્ર કેશોદ રહેશે.
14. કોઈપણ પ્રકારની ક્વેરી જણાય તો નીચેના નંબર પર સંપર્ક કરી શકાશે.
 - i) એ.ડી. નાથજી - ૯૬૬૨૬૪૬૨૬૯
 - ii) સી.બી. વાઘેલા - ૮૧૪૧૮૮૦૫૦૩

GeM બિડ માટે નિયમો અને શરતો (Terms & Conditions)

વિષય: ITI કેશોડ અને તાબાની સંસ્થાઓ માટે TDS રિટર્ન ફાઈલ કરવા માટેની સેવાની બિડ

૧. સામાન્ય અને પાત્રતાની શરતો (Eligibility & General Criteria):

- સ્થાનિક કાર્યાલય (Local Office): સેવા પ્રદાતા (Service Provider) નું પોતાનું કાર્યાલય/ઓફિસ કેશોડ ખાતે કાર્યરત હોવું ફરજિયાત છે. આ માટેના માન્ય પુરાવા બિડ સબમિટ કરતી વખતે અપલોડ કરવાના રહેશે.
- કાર્યક્ષેત્રનો અભ્યાસ: એજન્સીએ અપલોડ કરેલા સ્કોપ ઓફ વર્ક (Scope of Work) નો સંપૂર્ણ અભ્યાસ કરી લેવો અને તે મુજબ જ તમામ કાર્યો પૂર્ણ કરવાના રહેશે.

૨. અનામત રકમ (EMD - Earnest Money Deposit):

- ગુજરાત રાજ્ય ખરીદી નીતિ ૨૦૨૪ મુજબ, જે બિડર્સ EMD ભરણમાંથી મુક્ત નથી (Not Exempted), તેમણે ₹૮૦૦/- (અક્ષરે રૂપિયા નવસો માત્ર) નો ડિમાન્ડ ડ્રાફ્ટ (DD) "પ્રિન્સિપાલ, ઔદ્યોગિક તાલીમ સંસ્થા, કેશોડ" ના નામે જમા કરાવવાનો રહેશે.
- EMD જમા ન કરાવનાર અપાત્ર બિડર્સને ટેકનિકલ મૂલ્યાંકન (Technical Evaluation) તબક્કા દરમિયાન ગેરલાયક (Disqualified) ઠેરવવામાં આવશે.

૩. કામગીરીનો વ્યાપ અને જવાબદારીઓ (Scope of Work):

- કર્મચારીઓનું TDS રિટર્ન: ઔદ્યોગિક તાલીમ સંસ્થા (ITI) કેશોડ તથા તેની તાબાની સંસ્થાઓના અંદાજિત ૭૫ (પંચોતેર) કર્મચારીઓના ત્રિમાસિક (Quarterly) TDS રિટર્ન ફાઈલ કરવાના રહેશે.
- એજન્સીઓ/પાર્ટીઓનું TDS રિટર્ન:
 - ITI કેશોડ દ્વારા ચૂકવણું કરવામાં તમામ એજન્સીઓ/પાર્ટીઓના ત્રિમાસિક TDS રિટર્ન ફાઈલ કરવાના રહેશે.
- ફોર્મ નંબર ૧૬ જનરેશન: નાણાકીય વર્ષના અંતે તમામ કર્મચારીઓ, એજન્સીઓ અને પાર્ટીઓના Form 16 / Form 16A ઓનલાઈન જનરેટ કરી આપવાના રહેશે.

૪. સમયસીમા અને દંડ/પેનલ્ટીની શરતો (Timeline & Liability):

- સમયસીમા: દરેક ત્રિમાસિક સમયગાળો પૂર્ણ થયાના ૧ (એક) માસની અંદર જ TDS રિટર્ન સફળતાપૂર્વક ફાઈલ કરી દેવાનું રહેશે.
- ભૂલોનો સુધારો (Corrections): એજન્સી/સર્વિસ પ્રોવાઈડરની કક્ષાએથી થતી ભૂલો, સુધારા વધારા કે રિવાઈઝ્ડ રિટર્ન (Revised Return) માટે કોઈપણ પ્રકારનો વધારાનો ચાર્જ ચૂકવવામાં આવશે નહીં.
- વિલંબ પેનલ્ટી: રિટર્ન ફાઈલ કરવામાં થતા વિલંબના કારણે આવકવેરા વિભાગ દ્વારા લાગતી કોઈપણ લેટ ફી કે પેનલ્ટીનું ચૂકવણું સંસ્થા દ્વારા કરવામાં આવશે નહીં, તેની સંપૂર્ણ જવાબદારી એજન્સીની રહેશે.

૫. ચૂકવણી અને ન્યાયક્ષેત્ર (Payment & Jurisdiction):

- ચૂકવણી: સેવાઓ બદલ ચૂકવણું ગુજરાત સરકારશ્રીના પ્રવર્તમાન નિયમો અને શરતો અનુસાર મળવાપાત્ર થશે.
- ન્યાયક્ષેત્ર: આ બિડ અને સેવ સંબંધી કોઈપણ પ્રકારના વાદ-વિવાદ કે તકરાર માટેનું ન્યાયક્ષેત્ર કેશોડ (Keshod) રહેશે.