बिड संख्या/Bid Number: GEM/2026/B/8103940
दिनांक /Dated: 30-09-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	21-10-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	22-10-2026 17:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Chandigarh
विभाग का नाम/Department Name	Industries Department Chandigarh
संगठन का नाम/Organisation Name	Industries Department Chandigarh
कार्यालय का नाम/Office Name	Dic Chandigarh
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :ishan.sharma1989@chd.gov.in Buyer Email id: sharma8287@gmail.com
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Offsite; Chartered Accountant
अनुबंध अवधि /Contract Period	3 Year(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
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,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। / **Minimum number of bids required to disable automatic bid extension**	2
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)**	60000
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
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

आवश्यकता/Required	No

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	No

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. 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.
3. 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:1790766568.pdf

Manpower Hiring For Financial Services - Offsite; Chartered Accountant (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Offsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	CA , Certified internal auditor (ICAI)
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	3 - 5 Years
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

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परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Hukam Singh	160002,PLOT NO.39, INDUSTRIAL AREA PHASE - II, CHANDIGARH	1	• Number of Months : 36

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

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 (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) 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---

ADDITIONAL TERMS AND CONDITIONS (ATC)

A. Scope of work

1. No. of employees:10 approx.
2. Collection of Data and TDS details from this office and updating of same from time to time immediately by the due dates.
3. Tax calculation, data entry work, E-filling of quarterly returns with acknowledgement from NSDL by the end of 1st week of every quarter or as per time frame as notified by Income Tax department.
4. Generation of Forms 24Q and 26Q.
5. Generation of Form 16 and Form 16A with regard to salaries, non-salaries and as well as private agencies (if any).
6. Preparation and filing of GST returns.
7. Rectification of any error / discrepancy/ notice received from Income Tax Department, immediately at their own risk and cost, and settlement of notices received from income tax department.
8. The Hired CA is supposed to appear before the Income Tax Authorities as and when required.
9. The Hired CA should maintain confidentiality of office records and data.
10. Any other work assigned by the competent authority with respect to Income Tax issues/reply of Audit paras.
11. The CA/Lawyers should have an office in the Tri-city and would be required to attend the office at DIC, UT Chandigarh as and when required. Bidder firms are requested to quote their rates in the format to filethe requisite return i.e. GSTR -7.

Sr No.	Type of return
1.	Filing of salary return including revised return if any (per quarter i.e. Form No 24) + uploading for all Quarters.
2.	Filing of non-salary return including revised return if any (per quarter i.e. Form No 26) +uploading.
3.	Downloading & Preparation of Form No 16 - Part A & B Annually (Employees) yearly basis.
4.	Downloading & Preparation of Form No 16A – Quarterly (Contractor) per quarter including revised form, if any.
5.	Preparation and Filing of GST returns on monthly basis.
6.	Render Advise on Income Tax/ GST matters as asked from time to time.
7.	Will update the Industries Authorities regarding changes & amendment/Updations of income tax provisions.

B. TIME PERIOD OF ENGAGEMENT

The selected CA will be required to provide the above mentioned services as specified in Scope of Work initially for the financial year 2026-27, which may further

be extended for another two years on a year-to-year basis on the basis of satisfactory performance of work and as per requirement of the Department.

C. PRE QUALIFICATION CRITERIA

The bids will be considered responsive for those bidders who satisfy the following eligibility criteria and submit documentary evidence along with bid documents:-

- The CA should be registered with the institute of Chartered Accountant of India (ICAI)/Bar Association Chandigarh.
- Having copy of valid PAN card and GST registration.
- The CA should have been in operation for last 3 financial years after its registration and should have minimum 3 years' experience in Govt. departments/Societies/Boards /Corporation for dealing Income Tax matters.
- The proprietor or partners of the consultancy firm or lawyer or any CA or associated with the firm should not have been debarred / blacklisted by institute of Chartered Accountant of India/Central or State Public Sector Enterprise/Government (Central/State)/Bar association during the last two years. An affidavit duly attested by the Notary on or after the date of inviting of bid, as per annexure is required to be submitted.
- A copy of the certificate issued by the Institute of Chartered Accountants of India/Bar Association Chandigarh in the name of owner / proprietor / director must be attached with the document.

D. DETAILED TERMS & CONDITIONS

1. The selected Chartered Accountant will visit or depute its competent official to visit this office as and when required for calculation and preparation of data and other requirements to calculate TDS. **No TA/DA will be given separately.**
2. The selected CA shall file periodical returns which are mandatory as per Income Tax Act on the basis of data provided by this office.
3. The selected CA will be responsible for filing of revised returns if so required by the concerned tax authorities due to any discrepancy.
4. The selected CA will also be responsible for all mandatory compliances under Income Tax Act.
5. The payment will be made on quarterly basis on submission of bill in duplicate. All mandatory deductions will be made. The payment will be made via PFMS.

6. The selected CA should have its Head office or branch office, within the municipal limits of Tricity i.e. Chandigarh, Panchkula and Mohali

7. The selected CA must provide its telephone numbers with this office so that he could be contacted any time.

8. A copy of the contract document generated on GeM must be attached with the tender duly inked, signed and stamped as the token of having agreed to the terms and conditions stipulated by this office.

9. Department will not in any case be held responsible for income tax of salary and other disputes of the selected CA with its employees deputed from time to time at this office for work as mentioned above.

10. A copy of the certificate issued by the Institute of Chartered Accountants of India/Bar Association Chandigarh in the name of owner / proprietor / director must be attached with the document.

11. The Director Industries, UT Chandigarh reserves the right to reject any or all tender(s) with or without assigning any reason(s) thereof.

12. TheDirector Industries, UT Chandigarh reserves the right to terminate the bid at any time during the validity of tender, if at any time it is established that the services of the Chartered Accountant are not satisfactory.

13. The Chartered Accountant will also maintain privacy of record as per Official Secrets Act.

14. The selected CA may at time be required to visit concerned Tax Office or any other such court on behalf of the Industries Department to attend any notice, is any, issued by any Govt. Agency and its settlement thereof. The selected CA will invariably visit such offices at no extra cost. 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.

15. The selected CA will submit all the required returns within stipulated time limits as per the requirement of income tax act.

16. The decision of the Director Industries, UT Chandigarh will be final and binding
upon the bidder.

17. Department of Industries is at liberty of cancelling the contract without giving any notice.

18. The price quoted by the bidders should be valid for the entire contract period i.e. 3 years.

19. In case, the selected CA does not accept/show his inability to perform the work after assigning the work, the Competent Authority reserves all its right to terminate the existing contract and not extend the services.

20. Proportionate payment will be paid for the Financial Year 2026-27 since work order is to be issued, if any.

21. Neither the department nor the selected CA (collectively referred as 'parties') hereto shall be liable for failure to perform any of its obligations where such failure was due to reasons beyond such party's control such as Acts of God, acts of third parties laws, regulations or other acts of civil or military authorities, fire, flood, epidemic restrictions, riots, delays in transportation and inability due to causes beyond such party's control to obtain necessary labour, materials or manufacturing facilities or strikes, lockout or other concerted actions of the workman or any other circumstances of whatsoever nature beyond the control of either party provided that the party claiming the force majeure has affected it's performance shall give notice to other party immediately but not later than 07 days after becoming aware of the first occurrence or force majeure giving full particulars of the case or events and the date of first occurrence thereof.

22. Preparation of reply and pleading against GST/ Income Tax Authorities and appeal before the GST/ Income Tax Authorities

E. PAYMENT TERMS:

The payment against the services provided by the firm is subject to the following terms and conditions:-

- Payment shall be made at agreed rates on quarterly basis.
- Estimated bid value for total contract period **(for 3 years)** shall be Rs. 60,000/- (approx. Rs. 20,000/- per year).
- No price variation would be allowed during the contract period including extended period.

F. PENALTY

In Case the CA/Lawyer fails to submit returns in time he shall be liable to pay penalty whatsoever imposed by the Income Tax Department for delay period if the reason of delay is attributable to CA. Repeated mistakes for more than 3 times, will attract the provisions of blacklisting etc. as per rules/instruction of Govt/Chandigarh Administration issued from time to time.

G. LEGAL DISPUTES

In case of any dispute arising between the parties, the same shall be settled by way of amicable settlement in presence of the Secretary Industries, Chandigarh UT. Failing to the same, it shall be settled arbitration. The arbitral proceedings shall be governed in accordance with the provisions of the

Arbitration and Conciliation Act 1996, or any subsequent enactment or amendment thereto. Award of the Arbitral Tribunal shall be final and binding on both the parties. The venue of the arbitration shall be only at Chandigarh. The language of the arbitration and the award shall be English. It is further agreed that the selected CA shall continue to perform the services uninterruptedly pending the resolution of any dispute between the parties, timely and satisfactory completion of the assignment. The submission to arbitration of any dispute arising before completion of assignment or termination shall not delay or otherwise affect the continuing performance of the work by the selected CA.

The L1 i.e. successful bidder will sign an integrity pact before award of contract as per CVC guidelines in the proforma as available on GeM website.

Ishan Sharma **Clerk**	**Hukam Singh** **Senior Assistant**	**Vishal Sabharwal** **Superintendent**	**Babalpreet Kaur** **Section Officer**

AFFIDAVIT

I/We _____, (Name) contractor/partner/sole proprietor (strike out word which is not applicable) of (Firm) _____ do hereby declare and solemnly affirm to the fact that the individual firm/companies are not debarred / blacklisted by institute of Chartered Accountant of India/Central or State Public Sector Enterprise/Government (Central/State)/Bar association during the last two years.

DEPONENT

Address:

_____

_____

I /we do hereby solemnly declare and affirms that the above declaration true and correct to the best of my k nowledge and beliefs. No part of it is false and nothing has been concealed.

Dated : _____

DEPONE NT

(Note:- To be furnished on non-judicial stamp paper duly attested by Notary / Oath Commissioner on or after date of invitation of Bid)