

Bid Document

Bid Details	
Bid End Date/Time	14-01-2023 17:00:00
Bid Opening Date/Time	14-01-2023 17:30:00
Bid Offer Validity (From End Date)	90 (Days)
Ministry/State Name	Ministry Of Finance
Department Name	Department Of Economic Affairs
Organisation Name	Security Printing And Minting Corporation Of India Limited (spmci)
Office Name	Madhya Pradesh
Item Category	Financial Advisory Services - Onsite; CA Or CMA Firm
Contract Period	1 Year(s)
MSE Exemption for Years Of Experience	Yes
Startup Exemption for Years Of Experience	Yes
Document required from seller	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
Bid to RA enabled	No
Type of Bid	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation	2 Days
Estimated Bid Value	2301000
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	State Bank of India
EMD Amount	46020

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

General Manager, Bank Note Press, Dewas
 Madhya pradesh, Department of Economic Affairs, Security Printing and Minting Corporation of India Limited (SPMCIL), Ministry of Finance
 (Sureshwar Mahapatra)

Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. 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 defined in 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.

Additional Qualification/Data Required

Financial Advisory Services - Onsite; CA Or CMA Firm (1)

Technical Specifications

Specification	Values
Core	
Deployment Location	Onsite

Specification	Values
Category of financial advisory service	CA Or CMA Firm
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns , Bookkeeping Support , Compliance and Governance Needs , Support for Tax Assessment , Periodic Compliance Payroll Support , Advance Tax Computation , Tax Litigation Strategy , Preperation of Financial Statements
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Chartered accountant , Cost Accountant
Qualification of Professional/Resources required	CA , ICWA , Graduate / Post-Graduate in finance
Certification of Professional/Resources required	Not Applicable
Total Experience of Professionals / Resources (In years)	3 - 5 Years
Addon(s)	
Post Financial Advisory Support	NA

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	To be set as 1	Additional Requirement
1	Subhash Kumar	455001,General Manager Admin Office , Bank Note Press, Dewas	1	N/A

Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the

contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

3. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of The General Manager payable at Bank Note Press, Dewas (MP).

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

4. **Forms of EMD and PBG**

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

5. **Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of The General Manager payable at Bank Note Press, Dewas (MP).

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

6. **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 The General Manager payable at Bank Note Press, Dewas (MP). 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.

7. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of The General Manager, Bank Note Press, Dewas (MP) A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

8. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

(i) Participating bidder should submit unconditional acceptance of all the bid conditions including scope of work, SLA, Payment Terms etc.

(ii) Non-discloser undertaking: - Participating bidder should submit non-discloser undertaking for not sharing the privacy of this organization (by bidder or their personnel) to other firms/person etc. by any mode of means.

(iii) Payment Terms: 100% payment shall be released after receipt of satisfactory report from user department and on production of all required

documents by the firm. The Payment will be done through RTGS only.

Paying Authority: DGM (F&A)

The firm has to submit bank details along with invoice mentioning-

Beneficiary name:

Account Number:

IFSC code:

Address and Branch Details:

(iv) The bidder firm has to submit the documents as per the below eligibility criteria and the evaluation will be done considering the same:-

(a) Sealed and Signed Technical Specification/scope of work.

(b) Sealed and signed bid document as an acceptance of all additional terms and conditions, technical specification and payment terms as mentioned in the bid.

(v) The bidder firm should meet following eligibility criteria to qualify:

(a) For MSE/Start-up firm: Capability- Equipment & Manufacturing Facilities: The bidder firm must have capability to perform at least one similar work.

(b) For other firm: Experience and Past performance: The bidder firm should have experience to perform at least one similar work in any one year during last five years ending 31.03.2022.

Note: Participating bidder needs to submit all related documents along with the bid.

SCOPE OF WORK AND TERMS & CONDITIONS

1. The CA/CWA firm shall deploy one qualified and experienced CA/CWA and minimum 3 numbers of Account Assistants to cope with the data entry work. Further, if required additional man power should be deployed as and when required.

2. Deployed CA/CWA and Account Assistants resume must be evaluated to get satisfied about credentials of the same.

3. CA/CWA and Assistants must be familiar with SAP software.

4. They have to complete the day to day work on regular basis.

5. The payment of the firm will be released on monthly basis after satisfactory completion of work and certification of bills by officers of finance and accounts department.

6. They shall work under the overall supervision of the officers in finance and Accounts Department.

7. Deployed CA/CWA shall be responsible for following primary activities in conformity of accounts in SAP for Bank Note Press Dewas (Including Ink Factory

Section) for the period of contract.

7.1 To check and make the accounting entries, related to receipt and payment expenses and revenue, sales on daily basis in SAP.

7.2 Monitoring and reconciliation of debtor and creditors on daily basis.

7.3 To check and verify the correct classification of the transactions as per COA (Chart of Accounts) provided by SPMCIL Corporate Office.

7.4 To check the Bank Reconciliation statement periodically but not later than weekly.

7.5 Legal compliance for the deductions of taxes and preparation of statement/data for deposit of monthly taxes will be the responsibility of the firm.

7.6 Monitor Accounts receivable (AR) and Accounts Payable (AP)

7.7 Prepare Budget and actual variance reports.

7.8 Reports on discrepancies noticed in the accounting entry, should be submitted to Head of Finance or as and when required basis.

7.9 Finalization of accounts at the end quarter and at the end of financial year and entering accounting data, required for finalization of accounts in consultation with Head of Finance.

7.10 Preparation and finalization of all the financial statement of the unit as per Accounting Standards under companies Act as required by the SPMCIL, Corporate Office, New Delhi.

7.11 Compliance of statutory disclosure requirement of Schedule-VI of the Companies Act.

7.12 All the work related to costing in SAP.

7.13 Preparation of MIS data every month on or before the stipulated time.

7.14 BNP may include any accounting & costing work as per requirements.

7.15 Calculation of the cost of finalization of composite rate of the product.

7.16 Costing of all the new and existing products of BNP in SAP CO module for required Financial Year.

8. BNP may include any account/ tax related & costing works as per requirements and as per guidelines from SPMCIL, Corporate Office.

9. To provide consultancy and compliance of all statutory requirement under the Companies Act, and Accounting Standards.

10. Attend Internal Audit, Statutory Audit, Tax Audit, Supplementary Audit, Transaction Audit, CAG Audit, Budget Meeting and help in preparation of financial statements and replies etc.

11. Representative from the firm will have to attend meetings called by Corporate Office if necessary, travelling expenses in case of Air by Economy

Class charges, in case of train by II tier/III tier and in case

of by Road by Deluxe Bus on actual basis and Local Conveyance i.e. from railway station / Airport to place of meeting by Non AC Taxi (All the payment will be made on actual basis) for such official tours and will be reimbursed separately on submission of claim with required documents and bills.

12. CA/CWA firm should comply with all the statutory requirements under State/Central Government Acts in respect of their employees in Bank Note Press, Dewas as applicable.

13. TDS as applicable will be deducted from the firm's bills.

14. The specific conditions for TDS, TCS, GST and Professional Tax are as below:-

14.1 Checking, Preparing and filing of the entire above taxation data Monthly/Quarterly basis as per rules applicable.

14.2 Preparation of all the replies of notices, queries quoting rules and decisions of various cases related to our case.

14.3 Weekly basis inspection of various payment bills for proper deduction of above taxation for compliance.

14.4 Preparation of all the relevant data required for assessment for above taxation for the F.Y. required by the concerned department.

15. Replies of all audit query in respect of taxation matters.

16. To keep inform mandatorily Head of Finance, AM (Finance & Accounts) for all the amendments in rules, acts, notification and procedures etc.

17. Drafting of replies to show cause notices.

18. Appearances of hearing before any authority relevant to above taxation at Dewas/Indore/Ujjain.

19. Preparation and filing of appeal before concerned authority.

20. Providing draft of income tax deducted statement quarterly of each employee.

21. To provide all desired data to any consultant hired by BNP for taxation matters.

22. In addition to above, a confirmation of work done to be conveyed to Head of Finance BNP Dewas on Monthly/Quarterly basis as required from time to time on the status of the above matters.

23. In case of any delay on firm's part in filing of return/Assessment, the penalty on actual basis will be deducted as imposed by the concerned department from the bills.

24. Contract should not be sub-contracted.

25. Implementation of Ind AS and GST Act with all applicable amendments as and when applied.

26. The firm should have experience of preparing accounts on Ind AS basis.

SELECTION CRITERIA (POINT ALLOCATION):-

SINo	Particulars	Points to be allocated	Maximum Points	Supporting Documents
1.	Year of establishment of the firm/Limited Liability Partnership Firm.	10 Years 1 Point for each year. Cut-off date shall be 31.03.2022.	10 (ten)	Registration certificate of the firm issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India. Information related to year of establishment of Head Office(s) & Branch office(s), addresses, details of partners and their membership nos. etc. as indicated in the Certificate.
2.	No. of Partners in the Firms/Limited Liability Partnership firm who with the Firm for a minimum period of year as on date of application.	Four (4) points for each Partner who is ACA/ACMA. Five (5) points for each Partner who is FCA/FCMA	20 (twenty)	Registration certificate of the firm issued by the Institute of Chartered accountants of India and / or Institute of Cost Accountants of India. Information related to year of establishment of Head Office(s) & Branch office(s), addresses, details of partners and their membership nos. etc.as indicated in the Certificate.
3	No. of Qualified Assistants (Chartered/Cost accountants) employed with the firm.	FCA/ FCMA 03 points perperson ACA/ ACMA 2 points per person	15 (fifteen)	Copy of details filed with the Institute of Chartered/Cost Accountants of India.

4.	Experience of the Firm in Organization working on SAP ERP Platform for Accounting/ Book-keeping & Accounting Statements Preparation and taxation work etc. as per scope of work mentioned in Scope of Work attached to tender documents (Experience in 2022-23 not to be considered).	3 (Three) points per year of accounting/d at a entry and taxation work (fraction of the year to be ignored).	15 (Fifteen)	Copies of appointment letters /orders for Accounting/ Bookkeeping & Accounting Statements Preparation and taxation work. Certificate shall be submitted from the entity that they are SAP compliant.
5.	Experience of the firm for accounting/ Book- keeping & Accounting statements Preparation and taxation work of Central/State Govt. / PSU etc. as per scope of work mentioned in Scope of Work attached to the bid documents.	Mini-ratna and above 5 (Five) points per assignment and other PSUs 2 points per assignment.	20 (Twenty)	Copies of appointment letters/orders for Accounting/Bookkeeping & Accounting Statements Preparation and taxation work for Central /State Govt.PSU. (Excluding banks and insurance PSUs.)

SINo	Particulars	Points to be allocated	Maximum Points	Supporting Documents
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6.	Turnover from Accounting/ Book-keeping & Accounting statements Preparation and taxation work of clients during F.Y. 2019-20 & 2020-21, 2021-22.	More than Rs. 200 Cr. & up to Rs. 500 Cr. per client per year (2 points) More than Rs. 500 Cr. & up to Rs. 1000 Cr. per client per year (4 points) C) More than 1000 Cr. per client per year (6 points)	20 (Twenty)	Copies of relevant pages of audited financials for all the clients for F.Y. 2019-20, 2020-21 & 2021-22 to be enclosed.
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Note:-

All above mentioned supporting documents along with bid (format of bid) will be the part of Technical Bid.

The Bidder will mention self-evaluated score against each parameter and will provide related documentary evidence against each parameter given above. The self-evaluated scores of the Bidder will be verified by the Evaluating Committee of SPMCIL based on the documentary evidence provided. The scores given by the Committee after verification with the documentary evidences as provided by the Bidder shall be considered final.

Further, BNP may cross verify the turnover, experience in SAP ERP and accounting and taxation work with the clients of the bidder firm.

Only those firms including MSME & start-ups who secure at **least 70%** and above marks as per selection criteria mentioned above shall be **considered for opening of financial bid.**

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. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

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.
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.

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

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

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---