



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/4615730  
Dated/दिनांक : 05-03-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	15-03-2024 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	15-03-2024 18:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Finance
Department Name/विभाग का नाम	Department Of Economic Affairs
Organisation Name/संगठन का नाम	Security Printing And Minting Corporation Of India Limited (spmci)
Office Name/कार्यालय का नाम	Madhya Pradesh
Item Category/मद केटेगरी	Financial Advisory Services - Onsite; CA or CWA firm
Contract Period/अनुबंध अवधि	1 Year(s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	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/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	2301000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है	Yes

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	46020

**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	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./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

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

**Beneficiary/लाभार्थी :**

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

**Splitting/विभाजन**

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

**MII Compliance/एमआईआई अनुपालन**

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

MSE Purchase Preference/एमएसई खरीद वरीयता	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.

[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.

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/अतिरिक्त योग्यता /आवश्यक डेटा**

**Scope of work to be uploaded by buyer:**[1707711721.pdf](#)

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

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Deployment Location	Onsite
Category of financial advisory service	CA or CWA 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/Resou rces required	Chartered accountant , Account Assistants
Qualification of Professional/Resou rces required	CA , ICWA , Graduate / Post-Graduate in finance

Specification	Values
Certification of Professional/Resources required	Not Applicable
Total Experience of Professionals / Resources (In years)	3 - 5 Years
<b>Addon(s)/एडऑन</b>	
Post Financial Advisory Support	NA

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Subhash Kumar	455001,General Manager Admin Office , Bank Note Press, Dewas	1	N/A

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

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

##### 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

Chief General Manager, Bank Note Press, Dewas  
payable at  
Dewas

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

Chief General Manager, Bank Note Press, Dewas  
payable at  
Dewas

. 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

Chief General Manager, Bank Note Press, Dewas  
payable at  
Dewas

. 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

Chief General Manager, Bank Note Press, Dewas  
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

##### **1. Payment Terms:**

100 % payment will be done 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: HOD (F&A) / Manager (F&A)

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

Beneficiary name:

Account Number:

IFSC code:

Address and Branch Details:

##### **2. At the time of submitting the offer, bidder has to submit the following:**

(A). Sealed and signed scope of work.

(B). Sealed and signed bid document as an acceptance to all terms and conditions of bid without a

ny deviation.

**3. The bidder firm should meet following eligibility criteria to qualify:**

- A. **For MSE/Start-up firm: Capability:-** The bidder must have capability to provide the relevant services.
- B. **For Other Firms: Experience & Past Performance:** The bidder firm shall have experience to perform at least one similar work in any one year during any one of the last five years ending on '31.03.2023'.

**Note:**

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1. Participating bidder needs to submit all related document along with the bid.
2. The size of all the documents should be less than 5 MB.

**4. Selection Criteria (Point Allocation):-**

Sr. No.	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 31.03.2023.	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	Nos. of partners in the Firms/ Limited Liability Partnership firm who with the Firm for a minimum period of year as on date of application	a) Four (4) points for each Partner who is ACA/ACMA. b) 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	a) FCA/FCMA 03 points per person b) ACA/ACMA 02 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/Bookkeeping & P&L Preparation and Taxation work (Experience in 2023-24 not to be considered)	03 points per year of accounting data entry and taxation work (fraction of the year to be ignored)	15 (Fifteen)	Copies of appointment letters / orders for Accounting/Bookkeeping & P&L Preparation and taxation work. Certificate shall be submitted from the entity that they are SAP compliant.
5	Experience of the Firm for Accounting/ Bookkeeping & P&L Preparation and Taxation work of Central/State/Govt./PSU	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 & P&L Preparation and taxation work for Central/State Govt. PSU. (Excluding banks and insurance PSUs.)
6	Turnover from Accounting/ Bookkeeping & P&L Preparation and taxation work of clients during FY 2020-21, 2021-22 & 2022-23.	a) More than Rs.200 Cr. & up to Rs.500 Cr . Per Client per year (2 points)  b) 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 FY 2020-21, 2021-22 & 2022-23 to be enclosed.

**Note:-**

1. The bidder will mention self-evaluated score against each parameter and will provide related documentary evidence against each parameter given above.
2. 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.
3. Further, BNP may cross verify the turnover, experience in SAP ERP and accounting and taxation work with the clients of the bidder firm.
4. 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/अस्वीकरण**

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/सामान्य नियम और शर्तें](#), 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/सामान्य नियम और शर्तें 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./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।

**---Thank You/धन्यवाद---**