

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	22-05-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	22-05-2026 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Assam
विभाग का नाम/Department Name	Science And Technology Department Assam
संगठन का नाम/Organisation Name	Assam Science Technology And Environment Council
कार्यालय का नाम/Office Name	Guwahati
वस्तु श्रेणी /Item Category	Financial Advisory Services - Offsite; Tax Advisory
अनुबंध अवधि /Contract Period	10 Month(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 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 मेन् 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	1
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)	20000
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

विवरण/ Specification	मूल्य/ Values
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	GST Filing
Total Experience of Professionals / Resources (In years)	8 - 10 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
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Manjit Sarma	781005,GS Road, Guwahati	Project / Lumpsum Based	N/A

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

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. Buyer Added Bid Specific ATC

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

3. 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.

अस्वीकरण/Disclaimer

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

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

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

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

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



Additional Terms & Conditions

**Name of the Tender : Notice Inviting Tender for Monthly GST Return e-filing
of Science City Guwahati**

1. Bid documents are invited from bidders (*having registered HEAD OFFICE*) located within 04 (four) Kilometres from the Office of the Chief Executive Officer, Science City Guwahati, Bigyan Bhawan, Christian Basti, Guwahati - 781005, Assam (evidences of GMC trade license along with address proof of Registered **HEAD OFFICE** of the CA firm are to be enclosed).
2. **A pre bid discussion will be held on 15-05-2026** in the Office chamber of the CEO, Science City Guwahati at 01:00 PM. Interested bidders are requested to attend the meeting for further queries/clarifications, if any. Required corrigendum/addendum will be initiated by the authority, if the authority felt necessary.
3. **Other Technical Qualifications :**
 - A. CA firm/bidders should have minimum four (04) Partners at **Guwahati HEAD OFFICE** out of which two (02) partners should be FCA (Fellow Chartered Accountant), (evidences to be furnished),
 - B. The CA firm/bidders should have minimum **eight (08)** working employees/manpower,
 - C. To have experience of more than 08 Years in GST e-filing and taxation etc. in Government and Semi Government organisation/PSU etc,
 - D. Bidder will have to submit proof of **five (05) working experiences** of e-filing of GST Return & other GST Compliances etc. of Government Organisation/Autonomous Bodies/PSU/Semi-Government Organisations in Last 05 (five) years, (evidences to be furnished),
4. Additionally, bidder will have to submit following documents :
 - A. Detailed profile of the firm as per **Format - A** enclosed,
 - B. Copy of Certificate of Constitution of the CA firm issued by ICAI,
 - C. A copy of Latest Partnership Deed of the CA firm,
 - D. Copy of PAN Card of the CA Firm,
 - E. Copy of GST Registration Certificate of the CA firm,
 - F. Turnover Certificate of Last three (03) years certified by Another CA firm (i.e. not self-certified by the CA of the firm),
 - G. An Undertaking (on letter head) is to be submitted by bidder regarding not being blacklisted in any organization in last 5 years,
 - H. Documentary evidences of **five (05) working experiences** of e-filing of GST Return & other GST Compliances etc. of Government Organisation/Autonomous Bodies/PSU/Semi-Government Organisations in Last 05 (five) years,
 - I. Bidders are required to submit Bid Compliance Certificate as per the sample provided in the Additional Terms & Conditions.


FINANCE AND ACCOUNTS OFFICER
SCIENCE CITY, GUWAHATI


Chief Executive Officer
Science City, Guwahati

5. Financial Bid :

- A. Rate should be quoted in our prescribed format inclusive of all applicable taxes, transportation/communication etc., and applicable taxes will be deducted at source against which necessary tax deduction certificate will be issued as and when required (Rate should be quoted in Price Bid, separately as per our prescribed **Format - B**),
- B. Minimum fees have been fixed as follows and price/rate to be quoted as per our prescribed **Format - B** (enclosed herewith separately) :
- Preparation, compilation of data and e-filing of monthly **GSTR 1** and **GSTR 3B** **Rs. 2,000/- per month (inclusive of applicable GST etc.)**.
 - Any other services relating to GST, as mutually agreed upon from time to time depending on the gravity/importance of the works to be executed through Chartered Accountant (CA) in due course of time, if required.

N.B.- Financial Bid documents will be opened for those bidders, who would duly qualify in Technical Bid.

6. Scope of Work :

- A. The selected CA firm will be responsible for end-to-end GST compliance of Science City Guwahati, including collection, verification and reconciliation of financial and ticketing data, preparation and timely filing of all applicable Monthly GST return(s) such as **GSTR-1, GSTR-3B** in accordance with the provisions of the Goods and Services Tax laws,
- B. Computation of GST liability, assistance in tax payment, proper utilization and reconciliation of Input Tax Credit (ITC),
- C. The selected CA Firm will have to provide regular advisory services on GST matters including applicable tax rates, SAC classification, GST exemptions and other compliance requirements, and assist in handling notices, assessments and other correspondence with GST authorities etc.
7. Rate will be valid for 24 months.
8. Any dispute what so ever, will be confined under the jurisdiction of Gauhati High Court, Guwahati only.
9. The Chief Executive Officer, Science City Guwahati reserves the right to accept any offer that would be advantageous to the Organisation or right to cancel any or all bids without assigning any reason thereof.
10. The Authority reserves the right to take a decision on any matter not specifically mentioned/covered in the tender documents, in accordance with the prevailing rules and regulations.


FINANCE AND ACCOUNTS OFFICER
SCIENCE CITY, GUWAHATI


Chief Executive Officer
Science City, Guwahati

Format – A

To be printed on firm's letter head

Brief Profile of the Firm

01	Name of the Firm	:	
02	Status of the Firm	:	Partnership Firm
03	Address of the Registered Head Office	:	
04	Address of the Branch Office, if any	:	
05	Official E-mail ID of the Firm	:	
06	Three (03) nos of the Contact Number of the Firm	:	1. 2. 3.
07	PAN of the Firm	:	
08	GST No. of the Firm	:	
09	ICAI Registration No., Region Name & Region Code No.	:	
10	Date of Constitution of the Firm	:	
	Date since when the firms have full time FCA	:	
11	Details of Partners of the Firm	:	
	A. Total Nos Full time of Partners	:	
	B. No. of FCA (Full time)	:	
	C. No. of ACA (Full time)	:	
	*Please enclose certificate of practice of the Partners		
12	Number of Full time Chartered Accountant Employee, if any	:	
13	Total No. of Skilled Staff of the firm, other than point 12 above	:	
14	Whether there are any court /arbitration / any other legal case against the firm (If yes, give a brief note of the case indicating its present status)	:	



Chief Executive Officer
Science City, Guwahati

FORMAT - B

To be printed on Firm's Letter Head

FORMAT OF PRICE BID

Sl. No.	Services to be provided by the CA Firm	Minimum Price/Rate have been fixed by the CEO, Science City Guwahati (in Rs.)	Price/Rate to be Quoted by the Bidder (in Rs.)	Remarks
1	Preparation, compilation of data, reconciliation and e-filing of monthly GSTR 1 and GSTR 3B	Rs. 2,000/- (Per Month) (inclusive of GST etc.)		
	Total (in Rs.)	Rs. 2,000/-		



FINANCE AND ACCOUNTS OFFICER
SCIENCE CITY, GUWAHATI



Chief Executive Officer
Science City, Guwahati

(Signature of the Authorized Signatory
of the C.A. Firm)