बिड संख्या/Bid Number: GEM/2026/B/7784062
दिनांक /Dated: 20-08-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	10-09-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	10-09-2026 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Communications
विभाग का नाम/Department Name	Department Of Posts
संगठन का नाम/Organisation Name	Chhattisgarh Postal Circle Department Of Posts
कार्यालय का नाम/Office Name	Chief Postmaster General ,cg Circle Raipur-492001
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :dpschhattisgarh@indiapost.gov.in Buyer Email id: aoicoraipur@gmail.com
वस्तु श्रेणी /Item Category	Hiring of Consultants - Per Person Per Month Based - Subject Matter Experts; Financial Services; CA; Yes
अनुबंध अवधि /Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	25 Lakh (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
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
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

बिड विवरण/**Bid Details**	
विक्रेता से मांगे गए दस्तावेज़/**Document required from seller**	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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 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)**	820000
मूल्यांकन पद्धति/**Evaluation Method**	Total value wise evaluation
मध्यस्थता खंड/**Arbitration Clause**	No
सुलह खंड/**Mediation Clause**	No

ईएमडी विवरण/**EMD Detail**

एडवाईजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	16400

ईपीबीजी विवरण /**ePBG Detail**

एडवाइजरी बैंक/Advisory Bank	State Bank of India

ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। 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।/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).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Sr. Postmaster
Jai Stambh Chowk, Raipur (Chhattisgarh) 492001
(Sr. Postmaster Raipur Gpo)

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	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
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

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. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. 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.
7. **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 100% (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.
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

Specific Experience in Desired Field of Consultancy:mentioned in terms and conditions

Penalties:1. The selected agencies/ chartered accountancy firms will be responsible for timely assisting with any GST related matters as per the required statutory provisions. 2. During the contract period, if any penalty imposed by GST authority /IT Authority etc. to Chhattisgarh Postal Circle in the issues related to Firm/Agency, the said amount of penalty will be recovered from the bill preferred by the firm.

Last 3 years average business revenue from consulting:25 Lakh

Number of Consultants on payroll of firms:1

Number of projects completed in India having similar scope & size of proposed project under hiring:3

Profile of Consultants:1784012081.pdf

Scope Of work:1787216981.pdf

Hiring Of Consultants - Per Person Per Month Based - Subject Matter Experts; Financial Services; CA; Yes (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Consulting Category/ Stream	Subject Matter Experts
Consultant's Profile	Financial Services
Indicative generic Qualification of consultants/ resources/ SME	CA
Proof of Concept (POC) Required	Yes
Total Experience of Consultants/ Resources (in Years)	7 to 9 Year
Deployment of Consultants/Resource	Onsite
Certifications	Other Certification as indicated in BID
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Required Expertise of Consultant in the Subject Matter/Sub-Sector	GST
Required Educational Qualification of Consultants	CA
Position of the Consultant	GST CONSULTANT C.G. POSTAL CIRCLE

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 Consultants / SMEs	अतिरिक्त आवश्यकता /Additional Requirement
1	RAJ KISHORE SINGH	492001,Raipur GPO campus Malviya Road, Raipur	1	• Duration of Hiring of Consultant/SME in months During the Contract Period : 24

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. **Generic**

   Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. **Purchase Preference (Centre)**

   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, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid 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 product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 100% of total value.

4. **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.

5. **Service & Support**

   Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

6. **Service & Support**

   The Service Provider is required to have at least 40 % of the required manpower on service provider’s payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

7. **Certificates**

   Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

8. **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.

9. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

SR. POST MASTER RAIPUR GPO
payable at
RAIPUR
.
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.

10. **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

SR. POST MASTER RAIPUR GPO
. 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

11. **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

SR. POSTMASTER RAIPUR GPO
payable at
RAIPUR
. 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.

12. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. Agency/Chartered Accountancy Firm shall be empaneled with office of Comptroller & Auditor Gene ral of India for the Year 2025-26.

2. Agency/Chartered Accountancy Firm should have its Head Office in Raipur, Chhattisgarh for at leas t 5 years.

3. Agency/Chartered Accountancy Firm should be a partnership firm/LLP and should be in existence f or last 7 years as on 31.03.2026.

4. Agency/Chartered Accountancy Firm should be partnership firm registered with Institute of Charter ed Accountants of India (ICAI) haring FCA Partners. All qualifying partner must be associated with the bidde r firm for a period not less than two year as on 31.03.2026. The bidder should have prescribed audit team composition.

5. Agency/Firm should have Average Annual Turnover of at least Rs. 25 Lakhs during the last three pr eceding financial year.

6. Agency/Firm should be regular consultant for advisory/compliance services with respect to GST wit h any Central/State Govt. Organization/PSU for 05 years.

7. Bidders should not be under debarment/blacklist period for breach of contract/fraud/corrupt practic es by any scheduled Commercial Bank/Public Sector Undertaking/State or Central Government or their Ag encies/Departments on the date of submission of bid for this RFP and also certify that they have not been d isqualified/debarred/terminated on account of poor or unsatisfactory performance and/or blacklisted by an y scheduled Commercial Bank/Public Sector Undertaking/State or Central Government or their Agencies/Departments at any time, during the last 3 years.

8. Payment will be made on monthly basis after satisfactory completion of work and submission of ori

ginal invoices.

8.1 Agency/CA firms will have to quote only single amount (All taxes including) to be paid on monthly basis for entire work in financial bid against scope of work & activities to be performed otherwise the finical bid will be rejected without any consideration.

9. **No payment of any kind, including Travelling Allowance (TA), Dearness Allowance (DA), or any other allowance, reimbursement, or incidental expense, shall be admissible over and above the agreed monthly contract amount.**

9.1 Penalty Clause

- Delay in filing returns.
- Incorrect advice leading to financial loss.
- Failure to attend hearings.
- Delay in replying to GST notices.
- Non-submission of reports.

10. Agency/Firm must submit following self-attested documents with the Technical Bid :-

10.1. Profile of the Firm/Agency.
10.2. Copy of Registration Certificate/Empanelment Certificate of CAG having Registration No. /Fellowship No. /FCA No.

10.3. Copy of GST certificate/Copy of PAN Card.

10.4. Copy of Constitution/Partnership Deed, Incorporation Certificate of the applicant.
10.5. ICAI constitution certificate, (In case bidder is registered with ICAI) and self-declaration.
10.6. Firm card issued by ICAI (in case applicant is registered with ICAI), self-declaration in format and GST Registration Certificate having address at Mumbai.
10.7. Turnover certificate (signed by authorized signatory), certifying the turnover, profit and net worth of the relevant three preceding financial years.

10.8. Client Certificate/Appointment letter issued by the PSU/Govt. Department clearly indicating the period covered (Start and End date of the assignment to be mentioned). Client references and contact details (email/landline/mobile) of customers are required.
10.9. Acceptance of all terms and conditions duly signed by authorized signatory of the bidding firm.

10.10. Self-Declaration by bidder firm for non blacklisting, bidder financial standing.

11. The Contract is liable to be terminated on expiry of period given in contract. Further, the contract can be terminated at any time during the currency due to bad/delayed performance established on the part of the contractor or any such material complaints and the decision of Chhattisgarh Postal Circle, Raipur shall be binding in the matter.

12. The Contract can be terminated at any time by giving a notice of one month in advance from either party, without assigning any reason. Any complaint pending on the day of giving & also the expiry of the Notice served have to be attended to by the agency/firm promptly without any delay.

12.1 No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in the price bid. Any conditions, if stipulated, shall be treated as null and void and shall render the bid liable for rejection.

12.2 Unless stated otherwise in the Bidding Documents, the Contract shall be for the total works as described in Bidding Document.

12.3 Bidder shall quote the price after careful analysis of cost involved for the performance of the complete work considering all parts of the Bidding Document.

12.4 Alternative / conditional bids shall not be considered.

12.5 Prices quoted by the Bidder, shall remain firm and fixed and valid until completion of the Contract and will not be subject to variation on any account.
12.6 The quoted price shall be deemed to be all inclusive taxes.

13. Bidder has to provide following declaration for nonblack listing:- (To be submitted along with technical bid) “We, /Ms ___________________ hereby declare/clarify that we have not ben banned/debarred/blacklisted either by the any bid inviting authority or by any organization functional under Central/State Government/Semi Government/PSUs of Central/State Government. Our bid shall be liable to be rejected/cancelled a

t any time and EMD/PBG may be forfeited, if anytime it is found that above declaration is false.” Bidders have to submit above declaration duly signed, otherwise bid will be rejected.
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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---

Overview of the Department

The Department of Posts (DOP) is a Government Department under the Ministry of Communications of the Government of India. It is responsible for providing Postal Services in India including Mail delivery, Money Orders, Savings Bank and Postal Life Insurance services. The Circle is headed by the Chief Postmaster General, Department of Posts. The DOP has a broad network of Post Offices in the Chhattisgarh Circle. These Post Offices are classified into 3 types i.e. Head Post Offices, Sub-Post Offices and Branch Post Offices. Head post offices are located in major cities and towns. Sub Post Offices are located in smaller towns and villages. Branch Post Offices are located in rural areas.

The Goods and Services Tax (GST) structure in DOP is uniquely multifaceted. The objective of engaging of a GST consultant at the Circle level is to ensure comprehensive GST compliance, optimize GST Process and provide strategic support in resolving GST related issues within Postal Circle. With 12 GSTINs (GST Registration) in the Circle, each DDO (Drawing and Disbursing Officer) functions as a separate GST registered person. Details of DDOs are given as under:-

1. Director of Accounts (Postal), Raipur – 492001 (GSTIN – 22AAAGD0726R1ZH)
2. Sr. Postmaster, Raipur GPO - 492001 (GSTIN – 22AAAGR0433H1ZS)
3. Postmaster, Durg HO – 491001 (GSTIN – 22AAAJH0588C1ZP)
4. Postmaster, Rajnandgaon HO – 491441 (GSTIN – 22AAAGH0074A1ZB)
5. Postmaster, Bilaspur HO - 495001 (GSTIN – 22AAALP2161P1ZX)
6. Postmaster, Korba HO – 495677 (GSTIN – 22AAAGH0318D1ZA)
7. Postmaster, Janjgir HO – 495668 (GSTIN – 22AAAGP0772K1ZD)
8. Postmaster, Raigarh HO – 496001 (GSTIN – 22AAAGH0337J1ZU)
9. Postmaster, Kanker HO – 494334 (GSTIN – 22AAAOFI8635L2ZU)
10. Postmaster, Jagdalpur HO – 494001 (GSTIN – 22AAAAP6111A1ZH)
11. Postmaster, Ambikapur HO – 497001 (GSTIN – 22AAAGP0811K1ZP)

12* One State GST No. DA(P) Raipur-492001 (GSTIN – 22AAAGD5153N1ZI)

* GSTIN No. 22AAAGD5153N1ZI is presently being operated by the DAP Office. After implementation of the One State, One GST (OSOG) model, the said GSTIN No will be utilized for the entire Circle.

Scope of Work

The Consultancy firm is expected to work on the following broad areas within the timeframe defined by the Department to overcome the key challenges and achieve the objective of hiring of GST consultants: -

Activity	Activities (in brief) to be performed
Operational GST Support to DDOs	• **Support to GST registration person/DDOs & help in troubleshooting related to GST**:- Provide direct support to GSTRPS within the circle for day-to-day GST issues, including: GST registration queries, updated, maintenance of records, Timely GST return, preparation, filing , and resolving filing errors, Addressing short payments or non-collection of GST & ITC calculation, reconciliation and utilisation guidance etc.
	• **DDO Wise Analysis**: Conduct a comprehensive DDO wise review of existing DoP GST registrations.
	• **Risk Analysis**: Assess risk related to existing registrations, pinpointing areas of no-compliance or vulnerability to dispute.
	• **Vendor Invoice & Reconciliation**: Assist GSTRPs in verifying vendor invoices for GST compliance, reconciling purchase records with GST filings, and identifying ITC discrepancies.

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Activity	Activities (in brief) to be performed
Operational GST Support to DDOs	**(1)Data Accumulation** : PAO/DDO to share compiled data with consultant for validation, **(2) Data Validation**: Assist PAO/DDOs in :- Validating GST data and Uploading accurate data on GST portal **(3)Assist in reconciliation of** GSTR-2B Data, GSTR-2A/2B vs. ITC claimed. **(4) Identification & correction of errors.** **(5) Identification of :-** Ineligible ITC, Missed ITC and Mismatch in Outward supplies.
Compliance Monitoring & Escalation	• **Circle Level Compliance Monitoring**: Conduct periodic GST compliance checks for DDOs within the circle, proactively identifying potential issues.
	• **Risk Assessment**: Flag potential compliance risks like incorrect tax rates, ITC mismatches, or procedural errors to mitigate penalties or future dispute.
	• **Issue Escalation**: For policy level issues, escalate to the central GST consultant with comprehensive analysis and relevant documentation.
Conduct GST training to staff on field as prescribed by Directorate level committee	• **Training Resources**: Develop training materials, including presentations, FAQS and online resources for ongoing reference.
	• **Knowledge Updates**: Conduct regular refresher sessions and workshops to update staff or various levels of DoP staff under the Circle on changes in GST legislation, evolving best practices and key learnings from past disputes or audits.
	• **GST Training Support**: Assist the central consultant in tailoring training materials for circle-level needs and potentially deliver local training sessions or workshops in line with the centrally designed curriculum.
GST Compliance Assistance	• Filing of returns and other compliances. Circle level Consultant is required to provide assistance in relation to computation of tax liability and guidance in relation to discharge of liabilities under the following legislations: 1. Goods and Services Tax. 2. Accounting issues related to GST involving both accrual and cash-based accounting as applicable. 3. Any other Indirect Taxes Assistance on issues raised during filing of GST Returns, as detailed below: (a) GSTR-1A (b) GSTR-2 (c) Review of GSTR 2A and communicating with suppliers of inward supplies in order to get input credit as per accounts of IR. (d) Review of GSTR-1A and communicating with the receivers of outward supplies of Port. (e) ITC-1 for input credits under GST, SGST and IGST. (f) GSTR 7 for TDS under GST. (g) GSTR 9 for annual filing under CGST, SGT and IGST. 4. Any other Returns/ Documents, if any, as notified by Government of India with respect to GST.
Liaison & Communication	• **Central Consultant Coordination**: Maintain regular communication with the Directorate GST consultant, providing updates on circle-level compliance status and seeking guidance as needed. • Any Policy level issues which are sent by Circle Level Committee to Directorate Level Committee should contain opinion of the Circle Level GST Consultant on the issue.

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Activity	Activities (in brief) to be performed
Liaison & Communication	• **GSTRPs Communication**: Establish clear communication channels with DDOs, ensuring prompt responses to queries within the agreed-upon Service Level Agreement (SLA).
Audit Compliance	• **Provide Assistance**: Assistance during audit process initiated under GST law by other authority.
	• **Expert Analysis of GST Audit Findings**: Provide in depth opinions on complex GST issues raised during audits undertaken by various authorities. Deliver actionable guidance to resolve these matters effectively.
Knowledge Development & Implementation	• **Local Updates**: Stay updated on state-specific GST circulars and notifications that may impact DoP operations within their circle.
	• **Knowledge Sharing**: Share relevant GST updates and insights with DDOs to enhance their understanding.
	• **Best Practice Adoption**: Collaborate with the central GST consultant to implement best practices, process improvements at the circle level.
Legal Advisory services	• To assist and advice to DDO's for preparing proper response to the queries raised by the Tax Administration from time to time under the GST law in connection with any of the above activities or any other related matter.
	• Provide legal opinion / advice on queries raised by Circle GST Committee related to the transactions and activities carried out by DDO's from GST perspective in order to ensure appropriate compliances under the GST regime.
	• Identify complex GST Scenarios (e.g. issues with high value transactions, potential for disputes, or requiring policy clarification) and escalate them to the central level GST consultant/ Directorate for in-depth advisory Support.
	• Assist to Circle level committee/ DDOs in respect of issues pending in connection with Service Tax related matters.
	• Advise Circle level committee on proper course of action to be adopted in respect rules/laws mentioned in GST Act to avoid any future adverse implications. • Any other incidental work related to above.
Litigation support services	• **Coordination with the GST Department**: Facilitate smooth resolution of Department of Posts (DOP) related GST issues. Act as the critical liaison between the Circle DOP and the State & Central GST authority.
	• **Preliminary Assessment**: Conduct an initial assessment of notices or summons related to GST issues received by Circle Offices or GSTRPs & preparation & submission of replies thereof on behalf of DoP, Chhattisgarh.
	• **Documentation & Evidence**: Assist the GSTRPs in gathering relevant documentation and evidence to address audits, notices, or disputes.
	• **Central Liaison**: Coordinate with the central-level GST consultant for litigation support. Facilitate communication, documentation transfer, and strategy alignment on GST litigation matters.
	• **Review Show cause Notices**: Review and preparation of replies of show cause notices orders issued by Commissioner, Commissioner (Appeal) and tribunals to guideway forward, in respect of GST.
	• Any other incidental work related to above.

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Activity	Activities (in brief) to be performed
Other	• Attend monthly GST meeting conducted by DOP at % Chief Postmaster General, Raipur. • To provide professional advisory services in respect of all existing and future GST litigation pertaining to all twelve (12) GSTINs of the Circle, including examination of cases, preparation and submission of replies to notices, appeals and other legal communications, representation of the Department of Posts before the GST authorities and other competent forums wherever authorized, coordination for effective disposal of litigation, compliance with consequential orders, and undertaking all other incidental or ancillary GST-related legal and compliance services as may be required during the currency of the contract. • Any type of work related in GST

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Profile of Consultant
(To be submitted by Bidders on his own letter head)

1. Name of Firm :
2. Address at Raipur :
3. Head Office Location :
4. Phone/Fax :
5. e-mail ID/Website :
6. Branches in the Chhattisgarh, if available (please mention locations) :
7. Status (Partnership/Proprietorship) :
8. Experience of the Firm :
9. Date/year of establishment :
10. Partnership Firm since :
11. ICAI Registration No. :
12. CAG Empanelment No. :
13. Permanent Account No. (PAN) :
14. GSTIN No. :
15. Partners Details :
16. Strength of Staff/Associates :
17. Regarding partners of the firm :
18. Audit Composition :
19. Present Clients details, if any :