



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/3967870  
Dated/दिनांक : 15-09-2023

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	06-10-2023 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	06-10-2023 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Defence
Department Name/विभाग का नाम	Department Of Defence Production
Organisation Name/संगठन का नाम	Garden Reach Ship Builders And Engineers Limited (grse)
Office Name/कार्यालय का नाम	*****
Item Category/मद केटेगरी	Non IT Professional Service (version 2) - Finance and Accounting; Chartered Management Accountant
Contract Period/अनुबंध अवधि	2 Year(s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	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
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
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	67260

#### 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).	26

(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 कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कटेगरी 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 :

NIL  
West Bengal, Department of Defence Production, Garden Reach Ship Builders and Engineers Limited (GRSE),  
Ministry of Defence  
(Garden Reach Ship Builders And Engineers Limited (grse), Ministry Of Defence)

#### 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. 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. 2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

**Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :**

Price BID - [1694776728.xlsx](#)

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Minimum number of employees XX (for the selected domain/domains) which should be on roll of service provider:** Bidder should comply to Eligibility Criteria mentioned in Clause No. 3 of SOR Ref.

HR/PEN/273/2024-2025/01. (Annexure-1).

The bidder should have legal status of Chartered Accountant or Cost Accountant as Partnership Firm / Limited Liability Partner

**Additional SLA and Terms & Conditions along with approval from Competent Authority:**

[1694776790.pdf](#)

**Additional Scope of Work:** [1694776793.pdf](#)

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
21-09-2023 16:00:00	A pre-bid meeting will be held on 21st Sept. 2023 at 10:00 a.m. to discuss the brief scope of work of the tender. Vendors interested to participate in Pre-Bid meeting should inform 48 hours before the meeting scheduled date positively. Meeting venue/Pre-bid meeting mode/link will be communicated to the interested bidders through their registered mail ID. Information to participate in pre-bid meeting should be forwarded in time to following mail IDs: Mr. Arnab Biswas, MGR (HR Dept.) E-mail: Biswas.Arnab@grse.co.in, Mobile no.: 9735235316 Mrs. Archana Sharma, MGR (Contract) E-mail: Sharma.Archana@grse.co.in, Mobile no.: 9147162441

**Non IT Professional Service (version 2) - Finance And Accounting; Chartered Management Accountant ( 3 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Domain Name	Finance and Accounting
Resource Profile	Chartered Management Accountant
Certifications	Certified Public Accountant (CPA)
Qualification	Graduate / Post-Graduate with Domain Knowledge Expertise
Years of Experience	16-20
Deployment location	Onsite

Specification	Values
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of resources to be hired per month	Additional Requirement/अतिरिक्त आवश्यकता
1	*****	*****KOLKATA	3	<ul style="list-style-type: none"> <li>Number of months for which service to be hired : 24</li> </ul>

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

**1. Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

Job Title / कार्य का िाम

Engagement of Chartered Accountant or Cost Accountant Firm for Management of Statutory Pension Matters under the EPF & MP Act 1952 for GRSE Employees w.e.f. 01 Jan 2024 to 31 Dec. 2025

**1.अनुच्छेद 1. TECHNICAL ELIGIBILITY CRITERIA तकनीकी िापदंर**

i. Bidder should comply to Eligibility Criteria mentioned in Clause No. 3 of SOR Ref. HR/PEN/273/2024-2025 /01. (Annexure-1).

a. The bidder should have legal status of Chartered Accountant or Cost Accountant as Partnership Firm / Limited Liability Partnership Firm / Private Limited Company / Limited Company having its registered Office in Kolkata.

b. The bidder should have valid registration under the EPF & MP Act, 1952 and the ESI Act, 1948 as on 30 Aug 2023.

c. Bidder should have at-least 02 years' experience (between 01 Jan 2018 and 31 Aug 2023), in handling pension related matters under the employee Provident Fund and Miscellaneous Provisions Act, 1952 of Limited Company having with employee strength of at-least 800 employees.

ii. Format for Technical Eligibility Criteria in this regard has been attached to this document as Annexure - 3. The format must be filled up and to be uploaded with the Techno-commercial Bid.

2. BOQ as part of SOTR given in the tender is tentative. It may vary UPTO 300% according to actual requirement of job.

(a) The quantity of individual items as well as total job value may be reduced also as per actual requirement of GRSE.

(b) Necessary amendment of the Purchase Orders will be issued accordingly (if required).

3. Bidder is allowed to submit only one Bid under any capacity / status.

Difficulty in submitting the bid:

a) In case of any query / difficulty in understanding of SOTR or other technical Terms the same may be got clarified from Mr. Arnab Biswas, Manager (HR), GRSE (Main Unit) e-mail: Biswas.Arnab@grse.co.in Mobile no. +91 9735235316 prior to submission of offer.

b) Any query/difficulty in understanding of Commercial Terms may be got clarified from Mrs. Archana Sharma, Manager (Contract), GRSE (Main Unit) e-mail: Sharma.Archana@grse.co.in Mobile no. +91 9147162441

## **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 कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**