बिड संख्या/Bid Number: GEM/2025/B/7034913
दिनांक /Dated: 23-12-2025

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	06-01-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	06-01-2026 17:30:00
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 Commerce And Industry
विभाग का नाम/Department Name	Department Of Commerce
संगठन का नाम/Organisation Name	Spices Board
कार्यालय का नाम/Office Name	Head Office
वस्तु श्रेणी /Item Category	Financial Advisory Services - Onsite; Tax Advisory
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	40 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
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,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 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	2
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 बिड मूल्य /Estimated Bid Value	1200000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	PUNJAB NATIONAL BANK
ईएमडी राशि/EMD Amount	30000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No

(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 securityshould be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Secretary
Spices Board, Sugandha Bhavan, NH BY Pass, Palarivattom PO, Kochi 682025

(Secretary Spices Board)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

1. 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.
2. 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.
3. 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.

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

Financial bid-price breakup - 1766481997.xlsx

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of work to be uploaded by buyer:1766482083.pdf

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Registration with ICAI orICMAI	20	10	View File
Experience	15	10	View File
Average Annual Income	20	15	View File
Average Annual Turn Over	10	10	View File
Peer Review	5	5	View File
Office in Ernakulam	10	10	View File
Key Persons or Partners	20	10	View File

Total Minimum Qualifying Marks for Technical Score: 70

QCBS Weightage(Technical:Financial):70:30

Financial Advisory Services - Onsite; Tax Advisory (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns , Support for Tax Assessment , As per the Scope in ATC
Financial Advisory Reports	Yes
Frequency of Progress Report	NA
Type of Professional/Resources required	Chartered accountant , CMA
Qualification of Professional/Resources required	CA , ICWA
Certification of Professional/Resources required	Final pass of ICAI and ICMAI
Total Experience of Professionals / Resources (In years)	3 - 5 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

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 / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Mohammed Shameer Cheriyath	682025,Sugandha Bhavan N.H.By Pass, Palarivattom.P.O Cochin Kerala, India GSTIN - 32AAIAS3118C1Z0	1	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 .

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

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. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
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.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. 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 catalogs 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 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.

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 सामान्य नियम और शर्तें/General Terms and Conditions, conditons 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---

SPICES BOARD
(Ministry of Commerce and Industry, Govt. of India)
Sugandha Bhavan, N.H. By Pass, Palarivattom P.O, Cochin – 682025, Kerala, India.
Phone: 0484-2333610-615, Website: www.indianspices.com

TENDER NOTICE FOR SELECTION OF TAX CONSULTANTS FOR FILING OF MONTHLY AND ANNUAL RETURNS AS PER GST AND INCOME TAX ACTS INCLUDING TDS RELATED WORKS

Bid ref no: ACCTS/TENDER/E23527
Date of issue: 23 December 2025

ISSUING AUTHORITY:
For the Secretary of Spices Board,
Deputy Director (Accounts)
(Ministry of Commerce and Industry, Govt. of India)
Sugandha Bhavan, N.H. By Pass, Palarivattom P.O, Cochin – 682025, Kerala, India.
Phone: 0484-2333610-615, Website: www.indianspices.com

(Hindi version follows)

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NOTICE INVITING BIDS

1.Introduction

1.1.0 **Spices Board India**, under the Ministry of Commerce and Industry, Government of India**,** invites online bids through a two-bid system—comprising Technical and Financial Bids—in accordance with Rule 149 of the General Financial Rules (GFR) 2017**,** for the selection of a Chartered Accountant/Cost and Management Accountant Firm **as Tax Consultants for filing of monthly and annual returns as per GST and Income Tax Acts including TDS related works. as per the enclosed scope of works and related terms and conditions.**

1.1.1 Eligible and interested bidders who can meet the specifications outlined in the GeM Bid/RA and agree to the stipulated terms and conditions are invited to submit their bids along with all necessary documents as per the Tender Enquiry guidelines.

1.1.2 The Tender document can be downloaded free of cost from the websites https:// https://www.indianspices.com/tenders.html and https://gem.gov.in

1.1.3 DESCRIPTION AND SCOPE OF WORK:

a)	***GST related works:***
1)	All GST related works of Spices Board in its Head office and its Unit offices located in other States. The consultancy service shall include,
2)	Filing of all required monthly GST returns including E-invoice, Annual Return and GST TDS return under GST regime as per the GST regulation & reconciliation of monthly/annual returns.
3)	Data for filing of return shall be derived from the accounting module of Spices Board and the Consultant must arrange the data as per GST return format if required.
4)	It will be the responsibility of the Consultant to ensure the correctness of data regarding output credit, eligibility of input credit & arriving the net tax liability for remittance. Any doubts relating to the data shall be cleared up with the assistance of Accounts staff in Spices Board offices concerned before filing the returns.
5)	The Consultant shall assist the office staff in providing necessary information/statements related to GST for Tax Audit/other audits conducted by Tax authorities / Internal audit/C&AG during the contract period. If any clarification regarding GST related to the contract period becomes necessary at a later stage, the same shall also be provided.
6)	Appearing before the office of the Goods and Service Tax Department (GST)/ Judiciary as and when needed and drafting and submission of reply for the notices received by Spices Board for all GST related issues all over India with in specified due date as per notice served.
7)	Providing advice/guidance on amendments issued by GST Council from time to time &any further matters in connection with GST.
8)	Facilitate issue of certificates/E-invoices if any, in pursuance of GST & GST TDS.

9)	The Consultant must submit the GST challan for payment within working hours at least 2 days before the last working day and before the due date for filing the concerned GST return.
10)	The Consultant is liable to provide assistance in any other matter related to GST issues as and when required by Spices Board.
b)	***Income Tax TDS related works:***
1)	Filing of Monthly, quarterly & E-TDS returns i.e from 24Q, 26Q, 27Q, 27EQ & TCS along with corrections/rectification including those related to field offices by extracting data from the accounts module & filing of annual Income Tax Return of Spices Board, ITR 7
2)	To attend notices/queries connected with the returns and do the rectifications as and when required by the Income Tax Department.
3)	Provide hard and soft copies of quarterly Form 16, 16A & 27D in time.
4)	Provide hard and soft copies of annual Form 16 (Part A & Part B) & Form 12BA.
5)	The data of part B and From 12BA will be provided by Spices Board.

INSTRUCTIONS TO BIDDERS

2. GENERAL TERMS AND CONDITIONS

2.1.0 Bidders should carefully review all clauses in the Terms and Conditions before submitting their bids.

2.1.1 Bidders are solely responsible for ensuring their bids and all supporting documents are submitted on time and as specified.

2.1.2 If the bid opening date falls on a declared holiday, the opening will be held on the next working day at the same time or as notified by the Buyer.

2.1.3 Any extension of the bid opening date by the Buyer will be duly communicated to bidders.

2.1.4 Bid validity must comply with the requirements on the GeM portal.

2.1.5 Bids must be submitted only through the GeM portal; bids sent via any other means will be considered invalid.

2.1.6 All bid documents must be fully completed, duly signed, and uploaded on the GeM portal before the specified deadline.

2.1.7 For clarifications, bidders may submit queries through the representation column on the GeM portal, clearly stating the information needed.

2.1.8 All required documents as per the Terms and Conditions must be submitted online along with the Technical Bid and must be legible.

2.1.9 Spices Board reserves the right to reject any Proposal if

(i) A blacklisted or debarred party submits bid as mentioned in Rule 151 of General Financial Rules, 2017; or
(ii) A material misrepresentation is made or discovered; or
(iii) Bidder does not provide within the time specified the supplemental information sought for evaluation of the Proposal
(iv) After award of the work order the Service Provider fails to comply with the obligations on him as per contract and award letter; or
(v) However, reasons for rejecting a tender or non-issuing a tender document to a prospective bidder shall be disclosed where enquiries are made by the bidder

2.2.0 Technical Bid and Financial Bid must be submitted separately; otherwise, the bid may be ignored.

2.2.1 Only Technical Bids will be opened on the specified date and time.

2.2.2 Financial Bids will be opened only for bidders whose Technical Bids are found compliant after technical evaluation.

2.2.3 The date of Financial Bid opening will be communicated through the GeM portal after technical evaluation.

2.2.4 The bid document can be downloaded free of cost from the GeM/CPP portals and the official Spices Board website (www.indianspices.com/tenders.html).

2.2.5 Bidders should keep track of any corrigenda published on the GeM/CPP portals and the official Spices Board website related to this bid.

2.2.6 Site Visit: Prospective bidders are encouraged to visit the site and discuss the scope of work with Deputy Director Accounts, Spices Board (Ministry of Commerce and Industry, Govt. of India)Sugandha Bhavan, N.H. By Pass, Palarivattom P.O, Cochin – 682025, Kerala, India., during office hours (9:00 AM to 5:30 PM) before submitting their quotation.

2.2.7.Tender Completeness: Incomplete tenders or missing annexure details will lead to disqualification. The signatory must clarify their authority and role in the firm.

2.2.8 Tender Rights: Spices Board reserves full rights to accept or reject any tender, wholly or partially, without assigning reasons.

3. ADDITIONAL TERMS & CONDITIONS

3.1	Bidders are advised to submit the bid documents in accordance with the requirements as stated in the GeM bid along with their profile in the format prescribed in Appendix I – Check List for Bid.
3.2	The bids will be opened online by a Committee of members duly constituted for this purpose at the time and date as specified in Tender document.
3.3	All bidders are required to deposit Earnest Money (EMD) / Bid Security of Rs. 30,000/- *(Rupees thirty thousand only)* , in the form of Demand draft, drawn in favour of "The Secretary, Spices Board " shall be sent through Registered post/ Speed post so as to reach before the bid end date/time to the address **"Spices Board, Sugandha Bhavan, NH By Pass,**

	Palarivattom, Ernakulam, Kochi 682025, Kerala". Those bidders registered under MSME are required to submit valid document for exemption of EMD. The cover containing the Demand Draft should be superscribed as "**EMD FOR SELECTION OF TAX CONSULTANTS."** The Board shall not be responsible for the late receipt of EMDs.
3.4	Data and information provided by Spices Board of India shall not be disclosed to third parties
3.5	Spices Board reserves the right to accept / reject any offers submitted in response to this advertisement without assigning any reason whatsoever and the decision of Spices Board shall be final in this regard.
3.6	The Bidding firms must have its fully functional office in and around Ernakulam having at least three registered fellow members (FCA/FCMA) as partners & at least 10 supporting staff (includes article ship trainees). They should be available at the Board's Headquarters at Kochi on regular basis. In case of any notice etc issued from GST/Income Tax Department, they should be available as and when required on call basis to clear the doubts and also to prepare replies to those notices. The Bidding firm should have sufficient experienced staff to be deputed for the work, which shall include at least 2 Chartered Accountants/ 2 Cost and Management Accountants. (Self-Attested copy of registration Certificate issued by Institute of Chartered Accountants/Institute of Cost Accountants & self -certified details of staff working in the concerned office are to be furnished) Those CA/CMA firms in which Peer Review is conducted by ICAI/ICMAI, copy of the certificate issued by ICAI/ICMAI should be enclosed along with the Technical Bid.
3.7	Bidding firm should have experience of minimum 3 years in dealing with GST, TDS & Income tax related works of Central/State Government Agencies/Autonomous Bodies/PSUs. (Bidders are required to submit Self-Attested copies of Appointment Letters/ Agreements/Work Orders issued by such Government Organisations / PSUs along with proof of claim for the last 3 years through GeM for proof of experience). Those firms which do not have previous experience in the similar field shall not be entertained.
3.8	The Bidding firm should be registered under Goods & Service Tax Act. (Self- Attested GST Registration Certificate to be furnished.)
3.9	The Bidding firm should have minimum Average Annual income of Rs.15 Lakh during the three Financial years and Annual Average Turnover of at least 40 Lakhs and above.
	(Self-Attested copies of Audited Profit and Loss Account and Balance Sheet, IT returns for the period 2021-22, 2022-23 and 2023-24 should be furnished by the bidders through GeM)
3.10	No counter proposal is acceptable and conditional / late submissions of offers are liable to be rejected.
3.11	Incomplete tenders or missing annexure details will lead to disqualification of the tender.
3.12	The Bidding firm shall not influence the organization in any manner and such action will be a disqualification, and the tender submitted by the firm shall be rejected.
3.13	The tender is having "TWO BID SYSTEM" i.e. Technical Bid and Financial Bid. The financial bid shall be opened only for those firms who have qualify for the technical bid. Price inclusive of taxes shall be considered in financial bid.

3.14	The successful bidder has to deposit 5% of the bid amount as Security Deposit (Performance Security) in the form of Demand Draft in favour of Secretary, Spices Board and the same shall be refunded only after the successful completion of the contract. The Security Deposit will be forfeited in case of any default in non completion/delayed completion of the works assigned to the bidder.
3.15	The firm should submit their bill on monthly basis The payments for each month shall be made before 15th of succeeding month on submission of the duly filed statement to the satisfaction of Spices Board along with GST invoice.
3.16	TDS as applicable will be deducted while releasing the payment.
3.17	If any penalty, interest, or other additional claims accrue due to default on the part of Consultant related to GST, TDS, Income tax etc, the same shall be made good from the firm.
3.18	The bid is valid for one year from the date of award of work, extendable up to 2 more years on the same terms and conditions and subject to the satisfactory performance of the work assigned to the service provider.
3.19	The contract cannot be transferred or assigned to another party.
3.20	If at any time it is felt that the service of the Consultant is not satisfactory, Spices Board reserves the right to terminate the agreement after giving one month notice, and the additional expenditure incurred by the Board in this regard should have to be compensated by the Consultant.
3.21	Bidders are required to submit an Undertaking along with the Bid Documents as per Appendix No, 3.

4. AWARD OF CONTRACT:

The selection will be made on the basis of Quality Cost Method based Evaluation (QCBS)

4.1	The bidder shall submit their financial quote in the format given in Appendix II
4.2	Bids shall be evaluated both in terms of 'Quality' as well as 'Quoted Price' i.e Quality and Cost Based Selection (QCBS) method. The weightage for Quality is 70 (seventy) and Quoted Price is 30 (thirty).
4.3	A bid shall have to meet the minimum qualifying mark of 70 (seventy) in the Quality Criteria. Bids not meeting the minimum qualifying marks in Quality Criteria shall be rejected. The Bids meeting the minimum qualifying marks shall be called 'Qualified Bids' and shall be eligible for financial evaluation of the bid. The format of the financial bid may please be found in Appendix II.
4.4	Minimum Marks required for qualifying Technical Bid shall be 70 (seventy) Marks.
4.5	Any legal dispute arising out of this will be subject to the jurisdiction of courts in Ernakulam only.

5. Technical Bid - Marking Scheme for QCBS Evaluation

Sl.No	Particulars	Maximum Marks	Minimum cutoff Marks
1	**No of Years since Registration with ICAI/ICMAI** (as on 31/3/2025) ● Up to 5 Years: 10 Marks ● 5 years to 10 years : 15 Marks ● Above 10 years : 20 Marks	20	10
2	Firms having experience of **at least three (03) Years** in filing GST, GST TDS and Income Tax returns of Central/State Government Agencies/Autonomous Bodies/PSUs. ● Up to 3 organisation : 10 Marks ● Above 3 up to 5 organisations : 12 Marks ● More than 5 organisations : 15 Marks	15	10
3	Average Annual Income:: (Last 3 Financial years 2021-22, 2022-23 and 2023-24) ● Rs 15 Lakhs to Rs. 30 lakhs: 15 Marks ● Above Rs.30 Lakhs up to Rs. 40 Lakhs : 18 Marks ● Above Rs.40 lakh : 20 Marks	20	15
4	Average Annual Turn Over Rs 40 Lakh and above	10	10
5	Chartered Accountant/Cost Accountant Firms in which Peer Review is conducted by ICAI/ICMAI	5	5
6	CA/CMA firms having local office in and around Ernakulam, Kerala	10	10
7	Key Persons / Partners ● At least 3 partner with fellow membership : 10 Marks ● More than 3 partners with fellow membership upto 5 : 15 Marks ● More than 5 partner with fellow membership: 20 Marks	20	10
	Total Marks	100	70

Minimum qualifying marks in Technical bid for evaluation is 70 Marks

6. CRITICAL DATES:-

Bid Start date : 23.12.2025, 17:00 hrs
Bid End date : 06.01.2026, 17:00 hrs
Bid Opening date : 06.01.2026, 17:30 hrs

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Appendix I

Check List of documents to be enclosed in Technical Bid

1. Name of the Applicant :

2. Date of incorporation :

3. Address of Head Office :

4. Local address in Ernakulam :

5. Communication details of contact official(s):

1) Name :

2) Phone Number :

3) Mobile no.:

4) E-Mail :

6. Year of commencement of business :

7. GSTIN Registration Number :

8. Date of last Peer Review conducted by ICAI/ICMAI

9. Copies of audited Profit & Loss statement, Balance Sheet & IT returns for the last 3 years

10. Details of Key partners / staff and their expertise in Brief :

11. Certificate of registration with ICAI/ICMAI

12. Details of prior work experience

Authorized Signatory

Date : (Signature and seal of the authorized signatory)

Place :

Appendix II

BIDDERS ARE REQUESTED TO UPLOAD THE BELOW MENTIONED FORMAT IN PDF FORMAT ON GEM PORTAL ALONG WITH THEIR FINANCIAL BID

Format for Submission of Financial Bid

A. Quotations for GST related works (For 21 Registrations)

Particulars	Monthly fee per Registration (in INR inclusive of GST)	Yearly fee per Registration (in INR inclusive of GST)	Total fee for 21 Registration (in INR inclusive of GST)
Monthly GST filing (includes GSTR 1, 2A reconciliation & 3B)			
Monthly E –Invoice (Average -4000 invoices for upload per registration)			
Monthly GST TDS filing per registration - (Average – 20 Line Items for upload per registration)			
GST annual returns Per registration	NA (Yearly only)		
		Total (A) inclusive of GST	

B. Quotations for IT related works

Particulars	**Yearly fee (in INR inclusive of GST)**
Filing Quarterly TDS returns for employees and pensioners - 24Q (approx. 750 persons)	
Filing Quarterly TDS returns other than employees -26Q	
Filing of Form 16 for Employees & 16A for Others	
Filing of ITR 7	
Total (B)inclusive of GST	

Total Yearly Quote

Description	Amount (in INR inclusive of GST)
Quotations for GST related works (For 21 Registrations) – **Total A**	
Quotations for IT related works - **Total B**	
Grand total amount (A+B)	
(Amount in words)	

Total Quote value of A+B will be considered for financial evaluation.

Appendix III

UNDERTAKING TO BE SUBMITTED BY BIDDER(S)

Undertaking:

We hereby declare that:

(i) We have not been debarred or blacklisted under any provision of General Financial Rules or any other statute, Rules or regulations by any authority including Spices Board

(ii) We are Qualified Professionals handling GST and Income Tax matters of Government departments / Public Sector Undertakings/ Autonomous bodies. (Relevant work orders are enclosed)

(iii) We are competent and eligible to do the job mentioned in the Tender Notice in all respects under all laws

(iv) We do not have any criminal record or criminal antecedents or any criminal proceedings pending against us.

(v) We accept that if we withdraw or modify our Bid during the period of validity, or if we are awarded the contract and we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, we will be suspended for a period of 1 (one) year from date of publication of this Tender Notice from being eligible to submit Bids for contracts with Spices Board.

(vi) If selected, We shall confirm our preparedness to start the assigned work within receipt of 15 days from the date of the work order.

(vii) If selected, We shall make proper arrangement to respond to all calls and communications of Spices Board in all GST/Income Tax related matters and we are liable to provide sufficient qualified professionals at the Head Quarters of the Board at Kochi as mentioned in the additional terms and conditions of the tender document.

We hereby certify that the information furnished above is true and correct to the best our knowledge. We understand that in case any deviation is found in the above statement at any stage, we will be blacklisted for this tender and for a further time as stipulated as per the law for the time being in force.

(Signature of Authorized signatory)

Name..… (Official Seal of the Firm)
Mobile No ....
Email ID ....
Date..
Place. ....