

अनुबंध | Contract



अनुबंध क्रमांक | Contract No: GEMC-511687760673051

अनुबंध तिथि | Contract Generated Date : 11-Jul-2024

बोली/आरए/पीबीपी संख्या | Bid/RA/PBP No.: [GEM/2024/B/4940905](#)

संगठन विवरण Organisation Details	खरीदार विवरण Buyer Details
प्ररूप Type : Central PSU मंत्रालय Ministry : Ministry of Finance विभाग Department : Department of Economic Affairs संगठन का नाम Organisation Name : Security Printing and Minting Corporation of India Limited (SPMCIL) कार्यालय क्षेत्र Office Zone : janpath	पद Designation : Technician TD संपर्क नंबर Contact No. : - ईमेल आईडी Email ID : buyer82.spmcils.ts@gembuyer.in जीएसटीआईएन GSTIN : - पता Address : India Govt Mint, IDA, Phase-II Cherapally, (R.R district) Hyderabad, Telangana, K.V.RANGAREDDY, TELANGANA-500051, India

वित्तीय स्वीकृति विवरण Financial Approval Detail	भुगतान प्राधिकरण विवरण Paying Authority Details
आईएफडी सहमति IFD Concurrence : No प्रशासनिक अनुमोदन का पदनाम Designation of Administrative Approval : CGM वित्तीय अनुमोदन का पदनाम Designation of Financial Approval : DGM(F&A)	Role: PAO भुगतान का तरीका Payment Mode: Internet Banking पद Designation : MANAGER Finance ईमेल आईडी Email ID : pao1.ofb.tel@gembuyer.in जीएसटीआईएन GSTIN : 36AAJCS6111J1Z9 पता Address: Security Printing Press(SPP) Mint Compound, Saifabad Hyderabad, Telangana, Hyderabad, TELANGANA-500063, India

परोक्षिती विवरण Consignee Details		
क्र.सं. S.No	परोक्षिती नाम & पता Consignee Name & Address	सेवा विवरण Service Description
1	संपर्क Contact : - ईमेल आईडी Email ID : con42.spmcils.ts@gembuyer.in जीएसटीआईएन GSTIN : - पता Address : India Govt Mint, IDA, Phase-II Cherapally, (R.R district) Hyderabad, Telangana, K.V.RANGAREDDY, TELANGANA-500051, India	Financial Advisory Services - Onsite; Accounts and Taxation

सेवा प्रदाता विवरण Service Provider Details	
जेम विक्रेता आईडी GeM Seller ID : M5NG210003163840 कंपनी का नाम Company Name : C V RAMANA & ASSOCIATES संपर्क नंबर Contact No. : 09849438998 ईमेल आईडी Email ID : cvrassociates9@gmail.com पता Address : SHUTTER NO 1,CIA OFFICE COMPLEX,SECTOR-3, PHASE- II, CHERLAPALLY MAINROAD,,HYDERABAD, Hyderabad, TELANGANA-500051, India एमएसएमई सत्यापित MSME verified : No एमएसएमई पंजीकरण संख्या MSME Registration number : - एमएसएमई सामाजिक श्रेणी MSE Social Category : General एमएसएमई लिंग श्रेणी MSE Gender : Male जीएसटीआईएन GSTIN: 36ADHPC7901L1ZI (R)	

*जिसके नाम के पक्ष में GST/TAX इनवॉइस पेश किया जाएगा | GST / Tax invoice to be raised in the name of - Consignee

सेवा विवरण Service Details	
सेवा प्रारंभ दिनांक (नवीनतम) Service Start Date (latest by): 19-Jul-2024	सेवा समाप्ति तिथि Service End Date : 18-Jul-2025
श्रेणी नाम Category Name : Financial Advisory Services	

बिलिंग चक्र Billing Cycle: monthly	
विवरण Description	To be set as 1

विवरण Description	To be set as 1	Lumpsum Quote for Advisory Service as per Scope
Deployment Location	Onsite	1800000
Category of financial advisory service	Accounts and Taxation	
Sub-category of Financial Advisory Services	Filing GST, Filing TDS, Filing Income Tax Returns, Compliance and Governance Needs	
Financial Advisory Reports	true	
Frequency of Progress Report	Monthly	
Type of Professional/Resources required	Financial Analyst, Chartered accountant, Tax expert, Financial advisor, GST expert	
Qualification of Professional/Resources required	Graduate / Post-Graduate in finance, CA	

Certification of Professional/Resources required	NA		
Total Experience of Professionals / Resources (In years)	0 - 3 Years		
कुल राशि (रुद्र) Total Amount (Formula) : (Lumpsum Quote for Advisory Service as per Scope*To be set as 1)			
एडऑन के बिना कुल मूल्य Total Value without Addons(INR)			1800000
कुल एडऑन मूल्य Total Addon Value(INR)			0
एडऑन सहित कुल मूल्य Total Value Including Addons(INR)			1800000
अनुबंध की राशि Amount of Contract			
सभी शुल्क और करों सहित कुल अनुबंध मूल्य Total Contract Value Including All Duties and Taxes(INR)			1800000
मूल्य विभाजन की पेशकश की Price Break up offered : प्राइज़ ब्रेक अप ऑफ़र किए गए दस्तावेज़ लिंक Price Break up offered Document link			
एसएलए विवरण SLA Details			
Special Terms and Conditions (STC) for Financial Advisory Service			
1. Preamble			
A. All the Financial Advisory Service contracts placed through GeM shall be governed by the following set of Terms and Conditions:			
I. General terms and conditions for Goods and Services.			
II. Service STC contained in this document.			
III. BID / Reverse Auction specific ATC			
B. The above terms and conditions are in reverse order of precedence i.e.ATC supersedes Service-specific STC supersedes GTC, in case of any conflicting provisions.			
C. This document represents the Special Terms and Conditions ("STC") and the Service Level Agreement (SLA) governing the contract between the Buyer and Service Provider. The agreement outlines the scope of work, the Stakeholder's obligations, and the terms and conditions of all services covered, as mutually understood and agreed by the stakeholders.			
2. Objectives and Goal			
The objective of this document is to record all the contractual terms and conditions are in place to ensure consistent delivery of the services provided by the service provider to the buyer. The goals of this agreement are to:			
<input type="checkbox"/> Provide clear reference to service ownership, obligations, accountability, roles, and responsibilities of both the parties			
<input type="checkbox"/> Present a clear, concise, and measurable description of services offered to the buyer by the services provider.			
<input type="checkbox"/> Establish terms and conditions for all the involved stakeholders, it also includes the actions to be taken in case of any failure to comply with the conditions specified			
<input type="checkbox"/> To ensure that both the parties understand the consequences in case of termination of services due to any of the stated reasons			
The document will act as a reference document that both the parties have understood the above-mentioned terms and conditions and have agreed to comply by the same.			
3. Stakeholders			
The main stakeholders associated with this agreement are:			
a. Buyer: Buyer is responsible to provide clear instructions, approvals, and timely payments for the services availed			
b. Service Provider: The service provider is responsible to provide all the required services in time-bound manner. A service provider may also include seller supplier/ bidder/contractor, any authorized agents, assignees, successors, and nominees as per the context and as described in the agreement			
The responsibilities and obligations of the stakeholders have been outlined in this document. The document also encompasses payment terms and penalties in case of non-adherence to the defined terms and conditions.			
4. Service Scope			
4.1 Financial Advisory - Refers to financial advising for raising capital, wealth management, banking etc. with registered financial advisory firms/individuals as and when required.			
4.2 Scope of Work - Buyers would require financial advisory for transactions, compilation & data analysis, review of cost whereas few buyers will require the development of the financial model, asset management, wealth management, etc as per need basis, therefore, the buyer should be provided with a provision to upload the respective SoW as per their requirement(s).			
Provision to upload additional scope of work defining the course details, additional requirements can be defined by uploading SOW.			
5. Terms & Conditions			
5.1 Buyer's Obligations			
1. Buyer reserves its right to suggest/ advise the service provider to disengage any of its staff from the service, by giving 24 hours prior intimation for the same, in case of any negligence on the part of that particular staff.			
2. The Buyer shall have the right, within reason, to have any personnel removed who is considered to be undesirable with proper reasoning or otherwise			
3. Buyers cannot procure audit services under financial advisory, or there will be a conflict of interest			
4. Price Variation Clause:			
"It is advisable to include Price Variation Clause in the long term contracts to take care of the increase/decrease in prices of various ingredients which majorly affect the overall price of the service. Buyers are therefore advised to include the Price Variation Clause (PVC) in the bid document through ATC for long term contracts. The additional payment, if any, on account of PVC can be done offline till such time online functionality is developed on GeM."			
5.2 Service Provider Obligations			
1. The service provider shall be totally responsible for the conduct of the personnel engaged for the service and the Buyer shall not be responsible for their conduct at any point in time.			
2. The service provider shall provide error-free services to the buyer and under no circumstances buyer shall become responsible for the acts and omission of the service provider's personnel or any other person associated with the service provider.			
5.3 Standard Terms & Conditions for the service			
Given the varied scope for financial advisory, we cannot have common STCs for all categories of services, hence an option to upload additional STCs will be provided to the buyer specific to their service. Few general STCs for this service are as follow -			
1. The persons deployed shall, during the course of their work, will have access to the classified documents, which they are not supposed to divulge to any third party(s), and shall maintain confidentiality. Any breach of this confidentiality obligation shall make the service provider liable for penal action under the applicable laws besides action for breach of			

contract.

2. The service provider shall provide a suitable resource well in advance if there is any probability of the person leaving the job due to his/ her own personal reasons.
3. In case, service provider finds any serious financial irregularity (es) and points relating to grave deficiencies, then the same is required to be communicated to the senior management of the buyer immediately without waiting for the time of submission of the report.
4. All necessary reports and other information shall be supplied immediately as required and regular meetings will be held with the Buyer.

6. Payment Terms

- i. The Payment Procedure shall be as specified in the General Terms and Conditions of GeM and the Payment Schedule will be as defined by the buyer.
- ii. The payment will be made to the service provider as defined by the buyer on submission of the bill by the service provider and after deducting the penalty amount if any.

7. Formula Used -

7.1 Total

Total Price = A

A = Lump-sum price quoted by the service provider (to be quoted by the service provider) for financial advisory service

8. Breach of Contract and Penalties

(i) Breach of SLA is defined as performance lower than requisite performance in this agreement. The following conditions shall specify breach of contract and the buyer shall have the right to immediately terminate the contract.

a) Cumulative penalties reach 10% of the contract value.

(ii) Penalties will be levied on the service provider, for the violation of the Service Level Agreement of the contract as mentioned below:

Sr. No	Particulars	Financial Implications
1	Delay in submission of the report as per buyer requirement	1 st instance – 0.05% of the contract 2 nd instance – 0.1% of the contract 3 rd instance – 0.5% of the contract OR 0.5% per month from due date of completion of valuation
2	Non-deployment of total manpower mentioned in the contract as per the Schedule	0.5% of overall contract value for every week of delay in the deployment of manpower
3	If the employee of service provider is found responsible for any leakage of information, lobbying, bribing etc.	Termination of contract
4	If cumulative penalties reach 10% of the contract value	Termination of contract

अतिरिक्त आवश्यक डेटा/दस्तावेज़: खरीदार | Additional Required Data/Document(s) : Buyer

1. Number of years of experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions. : Atleast 5 years of experience as on 31.03.2024, of which at least 1 year should be in providing similar advisory services to government departments, PSUs, PSBs, Municipalities and Centrally Funded Institutions.
2. Number of XX qualified professionals in full time employment at senior level with experience in handling similar or relevant projects. : 1
3. Scope of work to be uploaded by buyer : [click here](#)

अतिरिक्त डेटा/दस्तावेज़ : विक्रेता | Additional Data/Document(s) : Seller

1. Certificate (Requested in ATC) : [click here](#)
2. Service Provider To Upload The Documentary Evidence As Required By Buyer In The Bid : [click here](#)

ईपीबीजी विवरण | ePBG Detail

सलाहकार बैंक Advisory Bank :	Indusind bank
ईपीबीजी प्रतिशत (%) ePBG Percentage(%) :	5.00
बोली लगाने वाले को बोली के नियमों और शर्तों के अनुसार लागू ईपीबीजी प्रस्तुत करना होगा The bidder shall furnish ePBG as applicable as per bid's terms and conditions	

नियम और शर्तें | Terms and Conditions

1. General Terms and Conditions-

- 1.1 This contract is governed by the [General Terms and Conditions](#), conditions stipulated to this Product/Service as provided in the Marketplace.
- 1.2 This Contract between the Seller and the Buyer, is for the supply of the Goods and/ or Services, detailed in the schedule above, in accordance with the General Terms and Conditions (GTC) unless otherwise superseded by Goods / Services specific Special Terms and Conditions (STC) and/ or BID/Reverse Auction Additional Terms and Conditions (ATC), as applicable

2. Buyer Added Bid Specific Terms and Conditions-

2.1 *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

2.2 *Forms of EMD and PBG:*

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

India Government Mint, Hyderabad(A unit of Spmcil)
payable at
Hyderabad

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.

2.3 *Forms of EMD and PBG:*

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

2.4 *Forms of EMD and PBG:*

Bidders can also submit the EMD with Banker's Cheque in favour of

India Government Mint, Hyderabad(A unit of Spmcil)
payable at
Hyderabad

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

2.5 *Forms of EMD and PBG:*

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

INDIA GOVERNMENT MINT (A UNIT OF SPMCIL) -COLLECTION A/C

Account No.
201003484303
IFSC Code
INDB0000004
Bank Name
INDUSIND BANK
Branch address
0004 - HYDERABAD

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

2.6 *Forms of EMD and PBG:*

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

India Government Mint, Hyderabad(A unit of SPMCIL)
payable at
Hyderabad

. 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.

2.7 *Forms of EMD and PBG:*

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

India Government Mint, Hyderabad(A unit of Spmcil)

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

2.8 *Forms of EMD and PBG:*

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

INDIA GOVERNMENT MINT (A UNIT OF SPMCIL) -COLLECTION A/C

Account No.
201003484303
IFSC Code
INDB0000004
Bank Name
INDUSIND BANK
Branch address

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

2.9 Buyer Added Bid Specific ATC:

Buyer Added text based ATC clauses

Sub: Hiring of CA firm for a period of 12 months

A. Scope of Work:

1. The C.A. Firm shall deploy 2(two) numbers of experienced Account Asstt. to cope up with the work and One experienced CA, overall responsibility shall be of the CA Firm for the assigned work under the tender.
2. The Qualified Chartered Accountant (CA) capable of handling A/c's in SAP. Two Assistants should be a CA Inter or ICWAI Inter or ICSI Inter or MBA or B.com . The Chartered Accountant (CA) and Assistants should have hands on experience on SAP and MS-office (Word, Excel, and etc.).
3. In case of non-deployment of any staff member, payment will be deducted proportionately as per P.O.
4. Changes required to be incorporated for preparation of final accounts as per the Companies Act and the guidelines of ICAI required to be followed.
5. Ensuring the day to day accounting transactions of payments, receipts, sales and Purchases, other miscellaneous expenses and inventory accounting are entered in SAP on daily basis. Working knowledge with regards to basic data entry, report generation in SAP environment are essential.
6. Preparation, maintenance and updating of Fixed Assets Register as per the Standard Accounting Bench marks.
7. To generate monthly trial balance including priced stores ledger, funds flow statement and final accounts (profit and loss account, Balance Sheet quarterly, Half Yearly and annual final accounts) along with necessary schedules as required by the Internal Audit, Statutory Audit, Tax Audit and as per Corporate Office Guidelines.
8. Evolve the costing system with the help of departmental staff and suggest the suitable Methods for setting up of standards for regular costing system.
9. Analysis of Debtors and creditors on daily basis and reconciliation of the same & inter Unit accounts on monthly basis, preparation of Bank Reconciliation on Fortnight basis in SAP environment.
10. Preparation of Half year and Annual Budget and consolidation thereof, and analysis of variance based on actual vs budgeted and actual vs target.
11. Scrutinizing all ledger accounts at regular intervals in SAP environment.
12. Passing regular journal entries, making month end provisions, month end closings and preparation of Monthly Profit and Loss account to submit the same to Corporate Office.
13. Responsible for Statutory compliances under various acts such as Companies Act, Income Tax Act, GST etc.
14. Responsible for filling of TDS, GST, Income Tax and any other statutory returns Pertaining to Finance and Accounts, as and when required.
15. Preparation and generation of Management information/reports as when required by both local management and Corporate Office.
16. Co-ordination with Internal and Statutory auditors, providing the data for audit and Addressing audit queries / observations under the guidance of CGM/JGM (F&A)/DGM(F&A)/ M(F&A) related to Finance and Accounts.
17. To suggest suitable methods and latest updating on mandatory requirements with regards to Finance and Accounts and Taxation matters under various statutes for smooth Functioning of Finance and Accounts department.
18. Monitoring overall accounts of this Unit and suggest remedial measures wherever lapses found.
19. All books of accounts are required to be maintained on double entry system on accrual Basis in SAP environment. The CA firm/ Company will be required to provide the services to ensure Preparation and finalization of unit's accounts using SAP environment. The correctness and quality of accounts and other reports will have to be certified by the Chartered Accountants.
20. Any other works assigned by the CGM/JGM(F&A)/DGM(F&A)/ M(F&A) related to Finance and Accounts.

Terms and conditions:

- a. The office of service provider i.e. CA firm/ Company must be located in the state of consignee i.e. Telangana State as on the last date of submission of bids against this tender. The service provider shall enclose the documentary proof.
- b. The bidder must have valid firm registration certificate.
- b. The Chartered Accountant & assistants will be considered as eligible only after submitting their Resume and accordingly interview will be conducted.

ted before placing them in Finance department. The candidates selected shall not be replaced frequently and remain with IGMH till the completion of contract. Frequent changes in Manpower will not be entertained.

- d. As and when any of the deployed personnel of the firm/company proceed on leave or absent for any reason, replacement shall have to be provided with similar capabilities.
- d. They shall work under overall control of M(F&A)/DM(F&A) and payment will be released based on certification by the M(F&A)/DM(F&A) on monthly basis after submission of bill.
- e. The firm should not give sub-contract or outsource the above work/service either in full or in part to any other company/firm.
- f. The Chartered Accountant & assistants nominated by the successful firm shall only be deployed in the Unit and they have to follow office timings . The daily working hours are according to unit office timings (ie.. Six days a week, office timings 9.00AM to 5.30PM) and in case of work exigency they should work beyond office hours. They have to work in office premises only. Work from home is not permitted.

B. ELIGIBILITY CRITERIA:

The bidder firm should meet following eligibility criteria to qualify:

- (a) For MSE/Start-up firm: The bidder must have capability to provide the relevant services.
- (b) For other firm - Experience and past performance: The bidder should have experience of having successfully completed similar services of contract value of atleast Rs. 6.72 lakhs in any one of the last five years ending on 31.03.2024.

Note: The firm should provide breakup of charges quoted for CA and assistants in their price bid.

C. Payment Terms:

Payment will be made on monthly basis after submission of bills & acceptance.

2.10 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.

नोट: यह सिस्टम जनरेटेड फाइल है। कोई हस्ताक्षर की आवश्यकता नहीं है।

Note: This is system generated file. No signature is required.