

### Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण  |  |
|--|--|
| Bid End Date/Time/बिड बंद होने की तारीख/समय  | 14-03-2023 16:00:00  |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय   | 14-03-2023 16:30:00  |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)  | 65 (Days)  |
| Ministry/State Name/मंत्रालय/राज्य का नाम  | Ministry Of Petroleum And Natural Gas  |
| Department Name/विभाग का नाम   | Na   |
| Organisation Name/संगठन का नाम   | Directorate General Of Hydrocarbons (dgh) Noida  |
| Office Name/कार्यालय का नाम  | Oidb Bhwan, Sector-73, Noida   |
| Item Category/मद केटेगरी   | Manpower Hiring for Financial Services - Onsite; Chartered Accountant  |
| Contract Period  | 2 Year(s) 1 Day(s)   |
| MSE Exemption for Years of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover   | No   |
| Startup Exemption for Years of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover   | No   |
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़   | Certificate (Requested in ATC)<br>*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 | 5 Days   |
| Estimated Bid Value/अनुमानित बिड मूल्य   | 4800000  |
| Evaluation Method/मूल्यांकन पद्धति   | Total value wise evaluation  |

### EMD Detail/ईएमडी विवरण

|          |    |
|----------|----|
| Required | No |
|----------|----|

#### ePBG Detail/ईपीबीजी विवरण

|  |                     |
|--|---------------------|
| Advisory Bank  | State Bank of India |
| ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)                               | 3.00                |
| Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने). | 26                  |

(a). 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 :

Directorate General of Hydrocarbons  
Oidb Bhwan, Sector-73, Noida, NA, Directorate General of Hydrocarbons (DGH) Noida, Ministry of Petroleum and Natural Gas  
(Directorate General Of Hydrocarbons)

#### Splitting/विभाजन

Bid splitting not applied.

#### MSE Purchase Preference/एमएसई खरीद वरीयता

|   |     |
|---|-----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | Yes |
|---|-----|

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.

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.

#### Additional Qualification/Data Required

Scope of Work: [1676636059.pdf](#)

#### Manpower Hiring For Financial Services - Onsite; Chartered Accountant ( 2 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

| Specification  | Values   |
|--|--|
| <b>Core</b>  |  |
| Deployment Location                                      | Onsite   |
| Type of Professional/Resources required                  | Chartered Accountant   |
| Certifications of Professional/Resources required        | Chartered Accountant   |
| Qualification of Professional/Resources required         | CA   |
| Total Experience of Professionals / Resources (In years) | Minimum 5 years of post qualification experience either in practice or in full time service or combination of both |
| <b>Addon(s)</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 manpower deployed | Additional Requirement  |
|----------------|---|---|-----------------------------|---|
| 1              | Lavlin Kumar Chawla                                     | 201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA | 2                           | <ul style="list-style-type: none"> <li>Number of Months : 24</li> </ul> |

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

##### 1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

##### 2. 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.

### 3. 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

Directorate General of Hydrocarbons  
payable at  
New Delhi

. 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.

### 4. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. Bidder must submit bid security declaration. Bid security declaration shall be submitted as below:

**"We hereby 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 bid, we will be suspended for a period of 02 years from the date of suspension."**

The above declaration should be submitted at bidder's letterhead mentioning bid number/ details in reference and signed by authorized signatory.

#### 2. Eligibility Criteria:

##### a) Eligibility criteria for bidding firm is as under:

(i) The bidding firm must be a CA firm registered in India and empaneled with CAG for current financial year (FY 2022-23).

(ii) The bidding CA firm should have been in existence for 5 years or more as on original Bid closing date.

**\* Bidders must furnish documentary evidence along with their bid in support of fulfilling above requirement of eligibility criterion failing which the bids are liable to rejection.**

##### b) Qualifications and Experiences of Candidates:

The educational qualification, minimum required skillset and experiences required for the post of onsite Audit Consultant through CA firm is as under:

(i) Candidates must be a qualified Chartered Accountant.

(ii) Candidate should be below 50 years of age.

(iii) Candidate must have minimum 5 years of post-qualification experience either in practice or in full time service or combination of both. Cutoff date is date of submission of CV of the candidate.

(iv) Candidate having 1-year post qualification experience in the E&P field/PSC audit would be preferred.

**\* Resumes/CVs of suitable candidates meeting the above qualification /experience shall have to be forwarded by the successful CA firm post award of contract for screening/shortlisting by DGH, within seven (07) days of date of award of contract.**

**If felt necessary, shortlisted candidates may be called for personnel Interview by DGH team before final selection of candidates for the post of Audit Consultants.**

**The selected candidates are required to be deployed at DGH office, within 07 days from the date of intimation of selection of the candidate by DGH.**

3. The service contract would be initially valid for Two (02) years. The contract may be further extended by one more year at the same rates, terms, and conditions on mutual consent.

#### 5. Buyer Added Bid Specific ATC

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

## 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---**