

Detailed Notice Inviting Tender

E-Tender is invited for below mentioned items in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr. No	Name of Items	EMD to be deposited	Tender Document Fee and E services fees	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission
1.	Hiring of CA/Advocate who is expert for GST, GST(TDS) and TCS work and auditing of all types of concerned work and e-invoice as per detail of work enclosed.	Nil	100+1000 =1100/-	21.04.2026 at 10.00A.M.	29.04.2026 at 09:00 Hrs

- Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.
- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders/contractor online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of Govt. of Haryana and also mentioned under the Tender Document.**
- Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender.
- The interested bidders must remit the funds at least T+1 working day (Transaction + One working Day) in advance i.e. **on or before 29.04.2026 and make payment via RTGS /NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://haryanaeprocurement.gov.in>.**
- The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One thousand Five Hundred Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks. The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.
The interested bidders must remit the funds at least T+1 working day (Transaction + One Day) in advance before the expiry date & time of the respective events. And make payment via RTGS/NEFT to the beneficiary account number specified under the online generated challan.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

Key Dates

Sr.No.	DepartmentStage	Bidder'sStage	Startdateandtime	Expiry date and time
1		Tender Document Download and Bid Preparation/Submission	21.04.2026 at 10:30 A.M	29.04.2026 at 09:00 AM.
2	Technical BidOpening		29.04.2026 at 10:00 AM.	
3	TechnicalShortlistingand Financial Bid Opening		29.04.2026 at 10:10 AM.	
4	Negotiation		30.04.2026 at 11:00 A.M	

Important Note:

- 1) The Applicants/bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant/bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/bid status will be considered as 'Applications/bids not submitted'.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.

Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. **Registration of bidders on e-Procurement Portal:-**

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e - Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

2. **Obtaining a Digital Certificate:**

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager/Post Master/ Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

2.5 Bid for a particular tender must be submitted on line using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.7 In case of any change in the authorization, it shall be the responsibility of management /

partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3 Pre-requisites for online bidding:

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nex Tenders (India) Pvt. Ltd. or downloaded from the home page of the website - <https://haryanaeprocurement.gov.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

4 Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

5 Download of Tender Documents:

The tender documents can be downloaded free of cost from the e-Procurement portal <https://haryanaeprocurement.gov.in>

6 Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders Online Payment of Tender Document Fee, eService fee & EMD fees & Bid Preparation & Submission (PQQ/ Technical & Commercial/Price Bid):

6.1 Online Payment of Tender Document Fee + e-Service fee: The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT & OTC.

The secure electronic payment gateway is an online interface between contractors and Debit card /online payment authorization networks.

6.2 PREPARATION & SUBMISSION OF online APPLICATIONS/ BIDS:

(i) Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender (bid) mandatorily be submitted online following the instruction appearing on the screen.

(ii) **Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope:** The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

(iii) FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually

TENDER DOCUMENT FOR HIRING OF EXPERT FOR GST,GST(TDS) and TCS.

1. Information/documentstobeuploadedbythetenderersinthe TechnicalBid:

- 1.1 Certificate from the proprietor/partner/firmauthorizingfirm'srepresentativetosign/participateinopening and negotiation of the tender (signature duly attested).
- 1.2 Copy of GST registration certificate and Copy of PAN Card.
- 1.3 Upload the information i.e. Firm/Company Name, Complete Address, Contact person, Mobile No & e- mail ID.
- 1.4 Repeat orders of above work done during last five years in any standard sugar mill or any standard heavy Industrial organizations where similar machinery/product are being used out of the tentative list supplied by the Haryana State Fed. of Coop. Sugar Mills(List attached)
- 1.5 Turnover must be more than 10 lakhs in financial 2022-23, 2023-24 and 2024-25. Documents verify the turnover must be attached.
- 1.6 List (In the format given in technical bid) of sugar mills or any standard heavy industrial organization where similar machinery has been supplied or work done.
- 1.7 Certificate of original manufacturer/authorized distributor.

In case of Non-uploading of the above, the technical bid shall be rejected.

2. Invitation of Bids:

- 2.1 The Meham Sugar Mill is looking for reputed parties/bidders for FOR HIRING OF EXPERT FOR GST, GST(TDS) AND TCS.
- 2.2 Tenderers are also advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.
- 2.3 ThePaymentforTenderDocumentFeeINR 100/- (RupeesoneHundredOnly)andService Fee Rs. 1000/- (Rupees One Thousand only (Non refundable) can be made by eligible bidders/contractorsonlinedirectlythroughDebitCards&InternetBankingAccountsandthe Payment for EMD can be made online directly through RTGS / NEFT and the bidder would remit the funds at leastT + 1 working day(Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiaryaccount numberas mentioned in the challan.
- 2.4 The Tender will be valid for five years and can be extended if Management will be satisfied with the work done.

3. ProcedureforsubmissionofBids

- 3.1 ThebidsshallbesubmittedOnlineintwoseparate envelopes:
 - Envelope1:TechnicalBid
 - ThebiddersshalluploadtherequireddetailsOnline inthe TechnicalBid
 - Envelope2:CommercialBid
- 3.2 The bidders shall **quote** the prices in price bid format under Commercial Bid.
- 3.3 Bidders are mandatorily required to submit the commercial bid in the prescribed onlineformat only. No manual financial bid shall be entertained.
4. Managing Director reserves the right to reject any /all tenders without assigning any reason whatsoever.
5. Any conditions of the firm sent along with the quotation, if any, shall not be binding on the sugar mills.
6. On acceptance of tender, the date of start of contract should be strictly adhered to otherwise, Mills

reserves the right to cancel the contract and for feather earnest money of the tenderer.

- 7.** Tenderer are advised to remain present at the time of opening of technical & financial bids.

TENDER FORM
TENDER DOCUMENT FOR HIRING OF EXPERT FOR GST, GST (TDS) AND TCS WORK.

TECHNICAL BID

Eligibility:-

1. The bidder firm must fulfill the following technical qualification along with normal legal documents as per Annexure-A

a.i) Party should either be registered a standard /qualified supplier with NFCSF (National Federation of Cooperative Sugar Factories Ltd.), NCDC (National Cooperative Development Corporation) or Haryana State Sugar Federation. **Attach copy of registration certificate as asked for information/documents to be uploaded by the tenderer in the technical bid.**

ii) In case of un-registered supplier/firm, it must submit proofs of repeat orders of same product/job during last ten years in any of the Standard Sugar Mill or any standard Heavy Industrial Organizations where similar machinery/product are being used out of the list supplied by Haryana Sugar Fed. of Cooperative Sugar Mills of Haryana, **supported by documents in support of the same is to be attached.** We can ask for such proof even from the registered suppliers, if we have any doubt about their credentials

b). List of Sugar Mills or any standard Heavy Industrial Organizations where similar machinery has been supplied or work done as claimed in-ii

A. Name of the standard Sugar Mill/Standard Heavy Industrial organization where material supplied/work done-----

Sr.No.	Description of work done/machinery supplied	Year of order (attach copy of order)
?		
?		

B. Name of the standard Sugar Mill/Standard Heavy Industrial organization where work done-----

Sr.No.	Description of work done	Year of order (attach copy of order)
?		
?		

NOTE:- PHOTO COPIES OF REPEAT ORDERS MUST BE ATTACHED. TREAT IT MOST IMPORTANT.

Work to be done:

Data feeding of GST ,GST TDS ,TCS with deputing staff in Mills Office and doing following work : .

GST Return Work				
Sr. No.	Return	Description	Filing	Rate LS per month basis
1	GSTR1	Sale Detail	11th of every month	Rate per month basis for all work
2	E-Invoice	Match e-invoice with Sale Bill i.e. Every invoice must be e invoiced on GST Portal	11th of every month	
3	E-way	Match e-way with Sale Bill i.e. Every invoice more than 50,000 must have e-way bill on GST Portal	11th of every month	
4	GSTR7	Filing GST on TDS Return	10th of every month	
5	GSTR2B	Reconciliation Purchase Bill every month with portal and checking supplier has paid GST or Not	13th of every month	
6	GSTR2A	Reconciliation Purchase Bill with books for assessment and checking supplier has paid GST or Not	Every month	
7	Claim GST on TDS & GST on TCS	Claim GST on TDS & GST on TCS deduct by online platform and government department	20th of every month	
8	GSTR 3b	GST Payment according to Sale and Purchase	20th of every month	
9	GSTR9	Annual Return	31st December of every year	
10	GSTR9 C	GST Audit	31st December of every year	

Note: If any other work related to GST come on notice at any time due to any amendment of GST department etc. that will be in your scope.

Terms & Conditions:-**Technical -**

1. The undersigned reserves the rights to accept/reject, any/all the tenders without assigning any reason.
2. Completion period: - as per above.
3. The firm will have to supply the certificate of repeat orders with the Technical bid.
4. Negotiation, if required; shall be as per purchase policy of state. All the bidders are advised to be present at the time of negotiation.
5. All the disputes will be subjected to Meham Jurisdiction only.

Financial Bid -

1. Payment- within 15 days after receipt of material.
2. F.O.R. - Sugar Mills, Meham.
3. Completion period: - as per above.
4. G.S.T. and other taxes – Extra, applicable as per rule. GST TDS & TDS will be deducted as per rule.
5. The rate of above all work order will be on monthly basis and increase annually @ 5% on the basis of satisfactory performance.
6. Tender work will be applicable from 01.04.2026 to 31.03.2031 and may be increased for next some years on the basis of work performance.

7. Preference will be given to a person/firm near by The Meham Coop Sugar Mill, Meham, District Rohtak so that person/firm can easily visit in short time in mill premises as & when required and also attend GST office, Rohtak from time to time for GST notice and hearing .
8. The firm will be visit in mill premises minimum twice in a week.
9. **Parties are requested to exercise their choice to quote special discount for early payments at the time of supply/ delivery of item.**
10. **Discount be extended during the negotiations of BOA/ BOD only. Mill encourages the practice of quoting the maximum discounts at time of BOA/ BOD negotiations in order to encourage transparency and exhibit professionalism. Also, mill commits for timely payments to party in a hassle free manner so as to motivate them to offer maximum feasible discount, in mills interest; as it being a Co-operative body.**
11. You will complete the work as per specifications mentioned in the work order.
12. If you supply in any Haryana Coop. Sugar Mills on rates lower than this mills, you will intimate the same and refund the difference immediately within 15 days. If you fail to do so and this mills comes to know regarding same, then you will have to refund the double of the difference.
13. That in case of any dispute or difference about the work/ contract arises between the parties, the same will be decided the **Chairman of BOA/ BOD** of the mills, as Arbitrator, whose decision shall be final and binding on the parties.
14. The terms & conditions are negotiable before B.O.A. in view of Mills interest in exceptional cases.

Signature of Party with stamps

Sd/-
Managing Director.
Date: