



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5486458
Dated/दिनांक : 09-10-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	24-10-2024 11:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	24-10-2024 11:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Labour And Employment
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Employees Provident Fund Organisation (epfo)
Office Name/कार्यालय का नाम	Ro Faridabad
Item Category/मद केटेगरी	Financial Audit Services - Review of Financial Statements, Audit report; Audit Firm, CA Firm
Contract Period/अनुबंध अवधि	3 Year(s) 1 Month(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	7 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Single Packet Bid

Bid Details/बिड विवरण

Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	7 Days
Estimated Bid Value/अनुमानित बिड मूल्य	1
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. 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.

2. 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM_No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

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.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Number of Years of firm/company's existence as per ICAI certificate:Ten years

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:Ten years

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:five

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:five

Number of XX fulltime CA's required and YY professional audit staff:one

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1728449163.pdf](https://www.icaai.org/~/media/Files/2017/1728449163.pdf)

Financial Audit Services - Review Of Financial Statements, Audit Report; Audit Firm, CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Review of Financial Statements , Audit report
Type of Financial Audit Partner	Audit Firm , CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , Investigating fraud
Type of Industries/Functions	1
Frequency of Progress Report	1
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	1
State	NA
District	NA
Addon(s)/एडऑन	

Specification	Values
Post Financial Audit Support	Yes

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Krishan Kumar	121007,BHAVISHYA NIDHI BHAWAN, SECTOR-15A	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 36

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

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.](#)

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. 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.

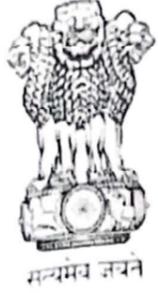
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid 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. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

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---



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
आंचलिक कार्यालय, हरियाणा

डॉ. श्यामा प्रसाद मुखर्जी सामाजिक सुरक्षा संस्थान प्रशासन भवन
सेक्टर-16ए, ओल्ड फ़रीदाबाद, हरियाणा

EMPLOYEES' PROVIDENT FUND ORGANISATION
(Ministry of Labour & Employment, Govt. of India)
ZONAL OFFICE, HARYANA

Dr. Shyama Prasad Mookerjee Institute of Social Security Adm. Building
SECTOR-16A, OLD FARIDABAD-121002 (Haryana).

Email: acc.hr@epfindia.gov.in फ़ोन/Phone: 0129-2227843, फ़ैक्स/Fax-0129-2227844



**Expression of Interest (EOI) for Empanelment of Chartered Accountant
Firms For Third Party Audit of Exempted EPF Trusts**

1. The Employees' Provident Fund Organization (EPFO) is an autonomous body under the aegis of Ministry of Labour & Employment, Government of India. The main objective of the organization is to provide old-age social security to the subscribers as per the Provisions of EPF & MP Act, 1952 and the three Schemes framed there under.

For further information about EPFO, one may visit the website www.epfindia.gov.in.

2. EPFO, Zonal Office, Haryana, proposes to form a panel of eligible Chartered Accountant Firms for a **period of three years which may be extended by one year at a time not exceeding three years**- to perform such functions as assigned for the purpose of carrying out of Third Party Audit of the Provident Fund Trusts of the Exempted establishments as per the conditions specified in Appendix 'A' to Para 27 AA of EPF Scheme 1952, as and when required EPFO, Zonal Office, Haryana and to submit a report in the Proforma prescribed for the same, within the time specified as per the terms of reference.

(i) Eligibility Conditions:-

- (a) An audit firm having valid registration with ICAI (Institute of Chartered Accountants of India).
- (b) The applicant firm should be in existence for at least 10 years.
- (c) The applicant firm should have at least 5 full time partners with at least 1 full time FCA (Fellow Chartered Accountants).
- (d) The applicant firms must have an experience of auditing accounts/handling tax matters with any companies of having turnover of at least 50 crores per annum.
- (e) Average annual turnover of the audit firm should be at least Rs. 1.5 crores in each of the last three years.
- (f) Applicant firm or its partners should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) during past five years or penalized under any of the tax laws by ICAI or any other statutory body.
- (g) Applicant firm or its partners should not be facing any investigation or enquiry by any tax authority for violation of any of the tax laws.

(ii) Process of Selection:-

(a) Applications shall be called through GeM by the Zonal Office from the Audit firms as at 1 above.

(b) The applications would be scrutinized by a committee of members constituted by the Head of the Zone.

(e) The term of the panel so empanelled shall ordinarily be 3 years and may be extended by one year at a time not exceeding maximum of 3 years.

(g) Zonal Office shall be empowered for pre-mature termination of any audit firm from the empanelled list of audit firms by way of speaking order after giving a reasonable opportunity to the audit firm following the principles of natural justice.

(iii) Nature of Work:-

(a) To certify that the legal status of the establishment remains unchanged from the date of grant of exemption to the year of audit.

(b) To certify that the establishment is not reporting erosion in their capital base or loss for three consecutive financial years.

(c) The report shall be submitted in FORM RM-6 as modified from time to time, to the RPFC-in-charge of the Office within 30 days from issue of work order.

(d) To examine whether the conditions governing grant of exemption has been properly complied with by the Provident Trust of the Exempted Establishment.

3. Those firms, who do not meet the eligibility criteria, shall not be evaluated.

4. In case of necessity, EPFO, Zonal Office, Haryana can add new CA firms to the panel.

5. As per condition no.24(a) of Appendix A to para 27 AA of EPF Scheme 1952, EPFO shall have the right to have the accounts reaudited by any other qualified auditor and the expenses so incurred shall be borne by the employer. Accordingly, the employer of the Exempted Establishment to which Third Party Audit is assigned would bear the cost of expenses connected therewith and EPFO would not have any role in this regard.

6. Application form:

Interested parties may apply in the application format enclosed as **Annexure 'A'** along with the undertaking in the format as below.

Undertaking

I..... the Managing partners of M/s..... Chartered Accountants do hereby verify, declare and undertake:

- a) That the particulars given above are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the Firm would stand disqualified from empanelment/allotment of work and might be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under.
- b) Applicant firm or its partners have not been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (As amended) during past five years or penalized under any of the tax law by ICAI or any other statutory body.
- c) Applicant firm or its partners are not facing any investigation or enquiry by any tax authority for violation of any of the tax laws.
- d) That I and other partners are in full time practice as Chartered Accountants.

Name & Signature of the Managing Partner of the Firm with Seal.

7. The applications should be superscripted as "**Confidential-EOI for Empanelment of Chartered Accountant Firms**" to be submitted in a sealed envelope and addressed to:-

**The Additional Central P.F. Commissioner (Haryana),
Dr Shyama Prasad Mukherjee Institute of
Social Security Administration Building,
Sector 16-A, Old Faridabad Haryana-121002**

13. The last date for submission of application is on or before 30.09.2024 at 5:00 PM.



Regional P.F. Commissioner-I
Regional Office Faridabad
for Addl. P.F. Commissioner, Haryana Zone

Annexure 'A'

Application for empanelment of Chartered Accountants Firms for Employees' Provident Fund Organization

Sl. No	PARTICULARS	REMARKS												
1	Name of the Chartered Accountant Firm													
2	Registration No. (ICAI) of the Firm													
3	Date of constitution of the Firm and Constitution Certificate of the firm issued by the ICAI	Copy to be enclosed												
4	Proof of empanelment of C & AG	Copy to be enclosed												
5	Name of the Partners with status (FCA or ACA)													
6	Membership No. of the Partners & Certificate of Practice	Copy to be enclosed												
7	Complete full Address of the Head Office and the Branch with Telephone/Mobile/Fax with email Address													
8	Income Tax PAN of the Firm	Copy to be enclosed												
9	No. of full-time professionals with the Firm <table border="1" data-bbox="373 1380 1050 1537"> <tr> <td>a</td> <td>Full time FCA partners</td> <td></td> </tr> <tr> <td>b</td> <td>Full time ACA partners</td> <td></td> </tr> <tr> <td>c</td> <td>Full time CA employees</td> <td></td> </tr> </table>	a	Full time FCA partners		b	Full time ACA partners		c	Full time CA employees					
a	Full time FCA partners													
b	Full time ACA partners													
c	Full time CA employees													
10	Whether there are any Court/Arbitration or any other Legal case/Proceedings pending against the firm/Partner													
11	Average Annual turnover of the Firm for last 3 years													
12	Proof of payment of Membership fee and certificate of practice from ICAI for the year 2022-23	Copy to be enclosed												
13	Indicate the Tax/Audit work experience in the following Sectors: <table border="1" data-bbox="367 2062 1123 2261"> <tr> <td>a</td> <td>PSU</td> <td></td> </tr> <tr> <td>b</td> <td>Government (Central/State)</td> <td></td> </tr> <tr> <td>c</td> <td>Trust</td> <td></td> </tr> <tr> <td>d</td> <td>Private Companies/firms</td> <td></td> </tr> </table>	a	PSU		b	Government (Central/State)		c	Trust		d	Private Companies/firms		
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