



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2025/B/6252697  
Dated/दिनांक : 20-05-2025

### Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण  |  |
|--|--|
| Bid End Date/Time/बिड बंद होने की तारीख/समय  | 30-05-2025 18:00:00  |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय   | 30-05-2025 18:30:00  |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)  | 180 (Days)   |
| Ministry/State Name/मंत्रालय/राज्य का नाम  | Ministry Of Corporate Affairs  |
| Department Name/विभाग का नाम   | Na   |
| Organisation Name/संगठन का नाम   | Investor Education And Protection Fund Authority (iepf Authority)  |
| Office Name/कार्यालय का नाम  | Delhi  |
| क्रेता ईमेल/Buyer Email  | samiksha.lamba@nic.in  |
| Item Category/मद केटेगरी   | Manpower Hiring for Financial Services - Onsite; Chartered Accountant  |
| Contract Period/अनुबंध अवधि  | 1 Year(s)  |
| Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)    | 18 Lakh (s)  |
| Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष | 5 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)<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 |

| <b>Bid Details/बिड विवरण</b>  |   |
|---|---|
| <b>Do you want to show documents uploaded by bidders to all bidders participated in bid?/</b>   | No  |
| <b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>   | Yes   |
| <b>RA Qualification Rule</b>  | 50% Lowest Priced Technically Qualified Bidders |
| <b>ITC available to buyer/क्रेता के लिए उपलब्ध आईटीसी</b>   | Yes   |
| <b>Type of Bid/बिड का प्रकार</b>  | Two Packet Bid                                  |
| <b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b> | 2 Days  |
| <b>Estimated Bid Value/अनुमानित बिड मूल्य</b>   | 450000  |
| <b>Evaluation Method/मूल्यांकन पद्धति</b>   | Total value wise evaluation                     |
| <b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>                       | Yes   |

**EMD Detail/ईएमडी विवरण**

|                   |    |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

**ePBG Detail/ईपीबीजी विवरण**

|  |                      |
|--|----------------------|
| Advisory Bank/एडवाइजरी बैंक  | PUNJAB NATIONAL BANK |
| ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)                               | 5.00                 |
| Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने). | 14                   |

(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 :**

Ministry of Corporate Affairs  
New Delhi  
(Pao)

**MII Compliance/एमआईआई अनुपालन**

|                               |     |
|-------------------------------|-----|
| MII Compliance/एमआईआई अनुपालन | 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.

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.

5. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

#### **Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Scope of Work:**[1747727502.pdf](#)

#### **Pre Bid Detail(s)**

| <b>Pre-Bid Date and Time</b> | <b>Pre-Bid Venue</b>  |
|------------------------------|---|
| 27-05-2025 13:00:00          | IEPFA, Jeevan Vihar Building, Sansad Marg, New Delhi 110001 |

#### **Manpower Hiring For Financial Services - Onsite; Chartered Accountant ( 1 )**

#### **Technical Specifications/तकनीकी विशिष्टियाँ**

| <b>Specification</b>                    | <b>Values</b>        |
|---|----------------------|
| <b>Core</b>                             |                      |
| Deployment Location                     | Onsite               |
| Type of Professional/Resources required | Chartered Accountant |

| Specification  | Values                               |
|--|--------------------------------------|
| Certifications of Professional/Resources required        | Indian Accounting Standards (Ind AS) |
| Qualification of Professional/Resources required         | CA                                   |
| Total Experience of Professionals / Resources (In years) | 16 - 20 Years                        |
| <b>Addon(s)/एडऑन</b>                                     |                                      |

**Input Tax Credit(ITC)/इनपुट कर क्रेडिट(आईटीसी) and/ तथा Reverse Charge(RCM)/रिवर्स प्रभार (आरसीएम) Details**

| ITC on GST/जीएसटी पर इनपुट कर क्रेडिट | ITC on GST Cess/जीएसटी उपकर कर क्रेडिट |
|---------------------------------------|--|
| 100%                                  | 100%                                   |

**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/अतिरिक्त आवश्यकता                                |
|----------------|---|---|-----------------------------|---|
| 1              | Ram Babu Mahato   | 110001,IEPF Authority, Jeevan Vihar Building, Sansad Marg, New Delhi-110001 | 1                           | <ul style="list-style-type: none"> <li>Number of Months : 12</li> </ul> |

**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. 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.

**3. Buyer Added Bid Specific ATC**

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

**4. 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

PAO, Ministry of Corporate Affairs  
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.

## **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.
16. 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.
17. 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 are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

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 कार्यवाई का आधार होगा।

**---Thank You/धन्यवाद---**

## **SCOPE OF WORK**

1. Reconciliation of Share Transferred and Dividend Payment made.
2. Voucher verification on sampling basis.
3. Demat Account reconciliation.
4. Redrawing Expenditure & Receipts Statements in form of accounts as per IEPF (Forms of Accounts) Rules.
5. Preparation of Annual Accounts Statements 2024-25 and its approval in the meeting of Board Members of the Authority.
6. Assist in Internal Audit and CAG Audit including preparation of replies to the Audit observations related to Annual Account Statements.

## ADDITIONAL TERMS AND CONDITIONS

The documentary proofs as per the following terms and conditions are required to be submitted by the eligible and interested bidders with their bid.

1. Service providers should have a registered office at Delhi-NCR the State of Consignee location. Valid documentary proof of the same should be attached to the bid.
2. Registration should be as per the relevant category services required valid (documents to be attached)
3. 16-20 Years of experience (i.e Post qualification of CA).
4. CA is required to attend the complete Audit process in person and not through any of its representative.
5. CA should be well conversant of reconciliation of share transfer and dividend transfer made.
6. The work should be done only through allotted PC by the IEPF Authority. No data to be taken out from Authority premises without written permission.
7. The payment terms and conditions will be as under:-
  - (a) 70% on completion of preparation of final account
  - (b) 30% after completion of CAG audit.
8. Bidders are required to submit a undertaking on 100 rupees Non-judicial stamp paper duly attested by NOTARY, as per the following format

“We undertake that our firm M/s ..... has not been blacklisted/debarred from providing job work contract Services by any of the Central/State Government Department/ undertaking/ PSU/ Universities etc. It is verified that this statement is true and based on facts. If at any stage this undertaking is found false, I/We shall be liable/responsible for the same and action, as deemed fit, may be taken against me/our agency/firm.”

**Note: Above undertakings should be of a date after publishing and before the closing date/time of GeM bid.**

The above original undertaking on Non Judicial Stamp Paper should reach this office at the following address before/on closing date or end time of GeM bid, failing which technical bid will not considered for technical evaluation. Postal address of this office is as under :-

DGM (GeM Buyer)  
IEPF Authority  
Jeevan Vihar Building No-3  
Sansad Marg New Delhi-110001

**All bidders are required to upload/submit the documentary proofs of all the requisite documents in terms of ATC in the relevant column i.e. Certificate (Requested in ATC) only on GeM portal. Documents as per ATC uploaded/submitted in any other column will not be considered and their technical bids will be rejected straightway.**



List of categories where trials are allowed:

- Simulators
- Ship's propulsion machinery, radars and sensors, navigation equipment, communication equipment, RO plants, compressors, cranes, boats, Pilotless Target aircraft, pumps, dehumidifiers etc.
- Aircraft engine/generator/flight deck equipment/air conditioning system/radars
- Tank engine/ generator/ air conditioning system
- Bullet Proof Helmet, Bullet Resistance Jacket
- Drones
- All-Terrain Vehicles (ATV)
- **Communication Equipment for Defense:**
  - Radio Sets:**
    - HF/VHF/FM Manpack Radio
    - Vehicle Radio Set
  - Tactical Communication Systems:**
    - Software Defined Radio (SDR) Systems
    - VHF/UHF Tactical Communication Systems
    - Handheld Satellite Phones (e.g., Iridium)
    - Combat Net Radio (CNR) Systems
  - Satellite Communication Systems:**
    - Very Small Aperture Terminal (VSAT) Systems
    - Satellite Phones
    - Mobile Satellite Communication Systems
  - Command and Control Systems:**
    - Battlefield Management Systems (BMS)
    - Tactical Data Links
    - Encryption Devices (e.g., VINBAX)
    - Surveillance and Reconnaissance Communication:
    - Unmanned Aerial Vehicle (UAV) Communication Systems
    - Ground Control Stations (GCS) for UAVs
    - Remote Video Terminals (RVTs)
  - Electronic Warfare (EW) Communication:**
    - EW Communication Jamming Systems
    - Communication Intelligence (COMINT) Systems
  - Network Infrastructure:**
    - Field Deployable Communication Nodes
    - Tactical Communication Switches
    - Mobile Communication Shelters
  - Navigation and Positioning Systems:**
    - GPS Receivers
    - Navigation Systems for Vehicles and Personnel
  - Specialized Communication Equipment:**
    - Underwater Communication Systems
    - Special Forces Communication Gear
    - Mountain Warfare Communication Equipment
- Contamination Monitor

- Fiber Reinforced Plastic Boat with Motor (RIBs)
- Bukhari Improved Version
- Fire Fighting Equipment's as per DGQA specifications
- Victim Location System with Breaching System
- HDPE Boats
- Pontoon Boats
- Medical equipment
- **Engineering and Mining Equipment for Bomb Disposal Units:**
- Modular protection vehicles
- High Altitude Clothing including Snow Boots