

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	10-02-2026 17:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	10-02-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Commerce And Industry
विभाग का नाम / Department Name	Department Of Commerce
संगठन का नाम / Organisation Name	Export Inspection Council Of India (eic)
कार्यालय का नाम / Office Name	Mumbai
वस्तु श्रेणी / Item Category	Financial Audit Services - Audit report; CA Firm
अनुबंध अवधि / Contract Period	6 Month(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	7 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), OEM Annual Turnover, Additional Doc 1 (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

बिड विवरण/Bid Details

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	5
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	180000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15

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. 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.
4. 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.
5. 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.
6. 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.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Price Bid sheet - [1768908226.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Financial Audit Services - Audit Report; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Internal control of financial , Bank Transactions
Type of Industries/Functions	Sales, Services and Revenue , Purchase & Procurement , Fixed assets, depreciation and amortisation , Cash and Bank Balance
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Suresh Tukaram More	400093,Export Inspection Agency-Mumbai, (Ministry of Commerce and Industry, Government of India), E-3, MIDC, Chakala, Andheri (East), Mumbai-400093. Maharashtra, Mumbai - City, 400093	1	N/A

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

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. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

3. **Buyer Added Bid Specific ATC**

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

4. **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.

5. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

6. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

Audit Locations The Firm has to undertake the internal Audit at the following 03 locations:

- 1 EIA-Mumbai HO (E-3, MIDC, Andheri East, Maharashtra- 400093)
- 2 EIA-Mumbai, S/O Ahmedabad (Plot No 275 Sampan Park road, Thaltej Ahmedabad, Gujarat-380059)
- 3 EIA-Mumbai, S/O Porbandar (4, Bhojeswar Plot, Porbandar, Gujarat-360575)

Note: The firm has to submit the price inclusive of all for all the above three locations (Please refer to point E of ATC) as per the attached excel sheet

अस्वीकरण/Disclaimer

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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and
- All operative provisions of the erstwhile Labour Laws until their complete substitution.

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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.

---धन्यवाद/Thank You---

Introduction

1. Export Inspection Agency-Mumbai (Ministry of Commerce & Industry), Government of India is established and running under administrative and financial control of Export Inspection Council of India, New Delhi under Export (Quality Control and Inspection) Act, 1963 for quality control and pre-shipment inspection of exports. Export Inspection Agency-Mumbai is presently having its head office at Mumbai and six sub offices situated at Gujarat (Porbandar, Rajkot, Veraval, Ahmedabad, Gandhidham, and Baroda) One sub-office each at Maharashtra (Ratnagiri) and Goa for providing its services to export trade.
2. Around 45,000 tax invoices per month collectively are being issued by Head office Mumbai and its eight (08) Sub offices, with Annual Turnover of Rs.80.00 Crore.
3. The functions of the Agency include giving certificate of origin, Health, Authenticity, Lab testing etc. to its exporters. The main motive behind the creation of this statute is to allow trade between countries within the statutory framework of the trading partners. The Export Inspection Council of India enters into various bilateral and multilateral agreements with counter-part agencies of different countries and thereby agreeing that they would treat each other's certificate issuing authority as its own.

Scope of Work

A. Administration and Accounts Section:

- i. Internal Audit will be conducted in respect of EIA-Mumbai for the **Year 2025-26** in accordance with Generally Accepted Accounting Principles (GAAP) and Indian Accounting Standards (IAS) and audit will ensure that the accounts are maintained as per prescribed formats, correctly and that rules, regulations and orders / directions issued by the Competent Authorities from time to time.
- ii. Internal Auditor will ensure correct accounting heads and supporting documents required, if any, after verification of accounting vouchers and entries in the books of accounts books of accounts like Cash Book, Bank Book, Journals, Expenditure and Revenue Ledgers etc.
- iii. Checking of Cash Book, safety of cash viz cash chest arrangement and Insurance coverage.
- iv. Physical verification of cash and certificate of actual cash in hand and cash as per cash book on the day of Internal Audit.
- v. Physical verification of FDRs held giving full details viz FDR No., Bank / Branch, Amount, Rate of Interest, Period, Maturity Value and Maturity Date etc.
- vi. Verification of Imprest A/cs with sub-offices.
- vii. Internal Auditors will check that all the Cheques / Demand Drafts received are deposited timely in the bank account of the EIA-Mumbai.
- viii. Reconciliation of Bank Accounts, entries outstanding/ un-reconciled for the last three months will be reported.
- ix. Verification of Monthly Pay Bills, Pay Bill (Salary) Register of officials as well as pension bills and pension registers of retired employees.

- x. Compliance related to Provident Fund dues of employees like GPF, CPF, NPS and other dues as applicable and status report of any grievance pending on the same.
- xi. Internal Auditors will also check the calculations of terminal benefits paid / payable to the employees on leaving the services due to superannuation / VRS / expired.
- xii. Compliance in respect of statutory dues Goods & Services Tax, TDS, Professional Tax etc. Monthly Status report of deposit of the same and Status of filing of returns.
- xiii. Scrutiny of Staff Advance, Tour Advance, LTC Advance and other miscellaneous advance register. Reporting on the final claim settlement and comments on the advance outstanding, if any, on closing of books of accounts.
- xiv. Audit will report regarding liabilities and advances outstanding on closing of books of accounts.
- xv. Review of deposits made with other organizations and status of security deposits or earnest money held by the organization.
- xvi. Verification of Fixed Assets register and depreciation charged on the same as per rules applicable before finalization of annual accounts.
- xvii. Internal Audit will scrutinize and verify the annual books of accounts before finalization (i.e. Balance Sheet, Income and Expenditure Account and Trial Balance etc.) of the organization will submit a report on the same to the competent authority of EIA-Mumbai.

B. Technical Section (i.e. Certificate of Origin (GSP) Section & Inspection and Quality Control Section :

- i. Verification of fee received for certification, sale of blank forms/ printing fee of certificate, approval fee, renewal fee etc as applicable to various schemes. Audit will ensure that fee has been received / deducted from the deposit account of exporters for all certificates and sale of blank forms as per latest prescribed slabs in the notification / executive instructions and service tax has been collected properly on all the transactions.
- ii. Verification of monthly MIS statement for certificates and sale of blank forms. Reconciliation of the same with MIS report prepared by concerned section, and financial data available with accounts section. Audit will find out the difference if any and report the reason of difference arises. Audit will also ensure the rectification of differences and errors.

C. Others:

- i. Audit will ensure and report for any other compliance to be completed by the sections.
- ii. Audit Firms may also be asked to cover the other areas for Internal Audit as required by the management

D. Eligibility Criteria

1. Registration with ICAI: The Chartered Accountant (CA) Firm/ Proprietor must be duly registered with the Institute of Chartered Accountants of India (ICAI). An updated firm card issued by ICAI shall be submitted as proof of registration.

2. Eligible Entities: The following entities are eligible to apply:

- CA Proprietorship Firms
- CA Partnership Firms

3. Relevant Experience: The CA Firm must have a minimum of three (3) years of prior experience in undertaking similar assignments with the Central Government/State Government or their Autonomous Bodies/Local Authorities/PSU.

4. Preference for Government Experience: Preference will be given to CA Firms having prior experience in accounting or auditing for Government/Autonomous Bodies/PSU, as it facilitates a better understanding of the organization. A PEER review Certificate (as applicable) may be given additional preference.

5. CAG Empanelment: The CA Firm/Proprietor must possess a Comptroller and Auditor General (CAG) Allotment Number, which shall be quoted in the application.

E. Audit Locations

The Firm has to undertake the internal Audit at the following 03 locations:

- 1 EIA-Mumbai HO (E-3, MIDC, Andheri East, Maharashtra- 400093)
- 2 EIA-Mumbai, S/O Ahmedabad (Plot No 275 Sampan Park road, Thaltej Ahmedabad, Gujarat-380059)
- 3 EIA-Mumbai, S/O Porbandar (4, Bhojeswar Plot, Porbandar, Gujarat-360575)

F. Documents Required.

1. Registration Certificate
2. Latest CAG Empanelled Certificate.
3. Experience Certificate in similar type of audit for 3 years (03 Contract order only).
4. Quoted value must match with price bid (Excel Sheet)
5. Revenue certified by a Chartered Accountant.
6. Any other relevant documents.

General Terms and Conditions

- i. **Taxes and Duties:** The bill shall be raised in the name of Export Inspection Agency-Mumbai (GSTIN: 27AAAGE1592G1ZJ) and Income Tax/TDS, if any, shall be deducted from payment as per extant Rules.
- ii. The firm has to submit the price inclusive of all for all the above three locations (Please refer to point E) as per the attached excel sheet.
- iii. **Dispute:** In case of any dispute, the decision of Export Inspection Agency – Mumbai shall be final.
- iv. **Termination of Engagements:** The Export Inspection Agency – Mumbai reserve the right to terminate the contract without assigning any reasons whatsoever. Decision of Export Inspection Agency – Mumbai shall be final and no dispute whatsoever shall be entertained.