बिड संख्या/Bid Number: GEM/2026/B/8248548
दिनांक /Dated: 09-11-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	27-11-2026 10:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	28-11-2026 10:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	60 (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
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :jd-mumbai@eicindia.gov.in Buyer Email id: eia-mumbai2@eicindia.gov.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Ref SoW in Terms and Condition; CA Firm
अनुबंध अवधि /Contract Period	2 Year(s)
पिछले 3 वित्तीय वर्षों का बिडर का न्यूनतम औसत वार्षिक वित्तीय टर्नओवर/Minimum Average Annual Turnover of the bidder (For the last 3 Financial Years)	125 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	2 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
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

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों 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	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
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 निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	3360000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	50000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India

ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	1.50
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Export Inspection Agency-Mumbai
Export Inspection Agency-Mumbai, E-3, MIDC, Andheri (East), Mumbai-400 093
(Export Inspection Agency-mumbai)

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	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.

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

Financial bid - 1793945699.xlsx

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:1793945767.pdf

This Bid is based on Quality & Cost Based Selection (QCBS) . The parameter wise qualification requirement is as under:-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
15 years of experience with experience with minimum two (02) years of experience in conducting similar type of work.	10	10	View File
Experience of Proposed Manpower	40	30	View File
Understanding the scope of the work and Approach to execute the Assignment (Technical Proposal	25	15	View File
Work Methodology (Presentation)	25	15	View File

Buyer Defined Total Qualifying Marks for Technical Qualification: 70

QCBS Weightage(Technical:Financial):70:30

Interview Venue: Export Inspection Agency-Mumbai
E-3, MIDC, Andheri (East),
Mumbai-400 093

Presentation Venue: Export Inspection Agency-Mumbai
E-3, MIDC, Andheri (East),
Mumbai-400 093

Financial Audit Services - Ref SoW In Terms And Condition; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Ref SoW in Terms and Condition
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Ref SoW in Terms and Condition
Category of Work under Financial Audit	Ref SoW in Terms and Condition
Type of Industries/Functions	Ref SoW in Terms and Condition
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes

विवरण/ Specification	मूल्य/ Values
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	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. Mahrashtra, Mumbai - City, 400093	Project / Lumpsum Based	N/A

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

1. **Generic**

   OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

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. **Service & Support**

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

4. **Service & Support**

   Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

5. **Buyer Added Bid Specific Scope Of Work(SOW)**

   File Attachment Click here to view the file.

6. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

7. **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.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. 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 General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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---

EXPORT INSPECTION AGENCY – MUMBAI

Under Export Inspection Council, Ministry of Commerce & Industry, Government of India

TENDER DOCUMENT

ENGAGEMENT OF A CHARTERED ACCOUNTANT FIRM FOR ACCOUNTING, TAXATION, STATUTORY COMPLIANCE, MIS, VOUCHING AND RELATED FINANCIAL SERVICES WITH DEPLOYMENT OF MANPOWER AT EIA-MUMBAI

Particulars	Details
Estimated Contract Value	₹33,60,000/- p.a
Contract Period	Two years from date of commencement
Bid Submission Mode	Online
Address for Communication	Export Inspection Agency-Mumbai, E-3, MIDC Andheri East, Near Marol Depot, Mumbai-400093.
Mode of Procurement	QCBS – Quality and Cost Based Selection

1. Profile of the Organization:

•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.

•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.90.00 Crore.

•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.

2. Notice Inviting Tender

•Export Inspection Agency-Mumbai (EIA-Mumbai), under Export Inspection Council, Ministry of Commerce & Industry, Government of India, invites bids from eligible and experienced Chartered Accountant firms for providing comprehensive accounting, taxation, statutory compliance, MIS,

reconciliation, periodical vouching and related financial services, including deployment of qualified manpower at EIA-Mumbai. The engagement is intended to strengthen day-to-day accounting operations and ensure timely, accurate and compliant financial and taxation work. The selected firm shall provide both on-site manpower and professional supervision by a Chartered Accountant/Partner or both.

- The procurement shall be conducted on Quality and Cost Based Selection (QCBS) basis.
- The selected firm shall provide semi qualified & qualified manpower at the office premises of EIA-Mumbai and professional supervision/review by a Chartered Accountant/Partner.
- The contract shall initially be for 02 years from the date of commencement, extendable up to 01 year subject to satisfactory performance and approval of the Competent Authority.
- EIA-Mumbai reserves the right to accept or reject any or all bids in accordance with applicable procurement rules.

3. General Terms

a) Contract" means the Contract Agreement entered into between the Export Inspection Agency – Mumbai HO (EIA-Mumbai HO in short) and the Service Provider together with Contract Documents. The Contract Agreement and the Contract Documents shall constitute the Contract, and the term "the Contract" shall in all such documents be construed accordingly.

b) The validity of the contract shall be from the date of signing the contract by the Service provider and will be in force for a period of THREE YEARS UNTIL completion of Accounts Audit and Transactional Audit to be carried out by C&AG office, YEARLY FOR THREE YEARS, subject to satisfactory completion of the assignment on YEARLY BASIS.

c) "Contract Agreement" means the copy of Work Order duly signed and dated by the successful Service Provider on each page.

d) "Contract Price" means the price or prices as specified in the Contract Agreement.

e) "Tender Documents" refers to the collection of documents issued by the Export Inspection Agency-Mumbai HO (EIA-Mumbai HO in short) to instruct and inform potential service providers of the processes for bidding, selection of the winning bid and issue of work order, as well as the Contractual Conditions governing the relationship between the EIA-Mumbai HO and the Service Provider.

f) "Client" means Export Inspection Agency-Mumbai Head Office (EIA-Mumbai HO, in short).

g) Joint Director & In-charge refers to Joint Director & In-charge and Head of the Agency

h) Deputy Director (A&A) refers to the Deputy Director In-charge of Accounts and Administration.

i) Designated officer/Staff refers to the Officer/staff nominated to associate with the Service Provider/CA firm and also makes correspondence with the Service Provider.

j) "Service Provider" means the "Company/firm/Sole Person who wish to Provide "Services" to Export Inspection Agency-Mumbai.

k) Service" means for "to Provide comprehensive Services to Export Inspection Agency-Mumbai, in

the areas related to Book-Keeping, Maintenance of records relating to Receipts and Payments, Income and Expenditure Account, Taxation and Finalization of Annual Accounts on Financial Yearly basis for two years commencing from the date of award of contract".

l) "Materials" means all documentation in printed or printable form and all instructional and informational aides in any form and on any medium, provided to the Client under the Contract, for providing Service.

m) "Intellectual Property Rights" means any and all copyright, moral rights, trademark, patent, and other intellectual and proprietary rights, title and interests worldwide, whether vested, contingent, or future, including without limitation all economic rights and all exclusive rights to reproduce, fix, adapt, modify, translate, create derivative works from, extract or re-utilize data from, manufacture, introduce into circulation, publish, distribute, sell, license, sublicense, transfer, rent, lease, transmit or provide access electronically, broadcast, display, enter into computer memory, or otherwise use any portion or copy, in whole or in part, in any form, directly or indirectly, or to authorize or assign others to do so.

n) "Day" means calendar day of the Gregorian calendar.

o) "Week" means seven (7) consecutive Days, beginning Monday as is customary in India.

p) "Month" means thirty days in a calendar month

q) "Force Majeure" means any event beyond the reasonable control of the Client or of the Service Provider, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected and shall include, without limitation, the following:

r) War, hostilities, or warlike operations (whether a state of war be declared or not), invasion, act of foreign enemy, and civil war;

s) Rebellion, revolution, insurrection, mutiny, usurpation of civil or military government, conspiracy, riot, civil commotion, and terrorist acts;

t) confiscation, nationalization, mobilization, commandeering or requisition by or under the order of any government or de jure or de facto authority or ruler, or any other act or failure to act of any local state or national government authority;

u) strike, sabotage, lockout, embargo, import restriction, port congestion, lack of usual means of public transportation and communication, industrial dispute, shipwreck, shortage or restriction of power supply, epidemics, quarantine, and plague; earthquake, landslide, volcanic activity, fire, flood or inundation, tidal wave, typhoon or cyclone, hurricane, storm, lightning, or other inclement weather condition, nuclear and pressure waves, or other natural or physical disaster;

4. Objective of The Assignment

In view of the activities mentioned above EIA-Mumbai HO intends to invite online tenders under "TWO BID SYSTEM" for selection of an expert agency for the purpose of "Availing comprehensive Services related to Book-Keeping, Taxation and Finalization of Annual Accounts on Financial Yearly basis for three years commencing from 2026-27 onwards", for the purpose of Maintenance and Finalization of Annual Accounts (End to End Process) in an acceptable form by the

Administrative Ministry i.e., Ministry of Commerce and Industry, Export Inspection Council, the apex body, C&AG authorities, Internal Auditors and GST Auditors, as the case may be.

It is also to ensure that timely recording of Transactions, conducting of Bank Reconciliations, Statutory Compliances, Voucher Checks, enhancing Internal Financial Controls, Generation of Periodical Reports, uninterrupted support in all financial matters including taxation matters, as and when required.

In this process, EIA-Mumbai shall adopt a two-stage selection process in evaluating the Proposals comprising technical and financial bids to be submitted. In the first stage, a technical evaluation will be carried out. Based on this evaluation, a list of short-listed Service Providers shall be prepared as specified. In the second stage, a financial evaluation will be carried out. Proposals will finally be ranked on Quality and Cost Based Selection (QCBS).

5. Language & Currency of Bid:

The bid prepared by the Service Provider and all correspondence and documents related to the tender exchanged by the Service Provider and the Client shall be in English and the Contract shall be construed and interpreted in accordance with that language.

If any of the brochures, leaflets or communication is prepared in any language other than English; a translation of such document, correspondence, or communication shall also be provided at the cost and risk of the Service Provider. The translation so provided shall prevail in matters of interpretation. The Service Provider, with respect to such documents, correspondence, and communications, shall bear the costs and risks of such translation.

Price shall be quoted in Indian Rupees (INR) only.

6. Documents Comprising the Bid

All bids must be substantially responsive and in line with industry's best practices. The bid submitted by the Service Provider shall comprise the following:

The Bid Form duly completed and signed by an authorized person or persons duly authorized to bind the Service Provider to the Contract, as per format given in Annexure-1: Bidder's Information, Annexure-2: Experience of the bidder, Annexure-3: Details of proposed manpower, Annexure-4: Non-Black Listing Undertaking, Annexure-5: Declaration and Assistance.

Copy of Tender Document with each page signed and stamped to acknowledge acceptance of the same.

7. Period of Validity of Bids

Bids shall remain valid for a period of 60 (SIXTY) days beyond the date of closing of the tender.

8. Late Bids

Any bid received by the Client received after the specified date and time due to any reasons whatsoever may be, shall not be considered.

9. Fraud and Corruption

Service Providers are expected to observe the highest standard of ethics during the execution of this Contract. In pursuit of this policy, the Client defines, for the purposes of this provision, the terms set forth below as follows:

"Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action in the procurement process or in Contract execution; and

"Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract to the detriment of the Client and includes collusive practices among Service Providers (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Client of the benefits of competition;

Will reject a proposal for award, if it determines that the Service Provider being considered for award has engaged in corrupt or fraudulent practices in competing for the Contract.

10. Cost of Bidding

The Service Provider shall bear all costs associated with the preparation and submission of its bid, and the Client shall in no case be responsible or liable for those costs regardless of the conduct or outcome of the bidding.

The Tender Document containing background, eligibility criteria, scope of work, manpower requirement, educational qualification, duties and responsibilities of service provider and staff deployed by the service provider, terms and conditions of the contract.

11. Tender Document

The Tender Document should be submitted in two (2) parts, one comprising technical offer/tender and another financial offer/tender, to be uploaded through GeM portal.

A. The Technical bid (Part A) should contain the following details as given below:

1. Brief profile of the Company/ Agency
2. Copy Certificate of Incorporation/Partnership deed
3. Copy of PAN & GST
4. Audited balance sheet and profit & Loss account **only** for the proceeding 3 financial years
5. Contract copies to show 2 years' experience along with Client's certification/work completion certification/Performance Certificate issued by the respective Client.
6. Satisfactory performance certificate from minimum 2 Government/PSU/ Autonomous organization.

B. The Financial bid (Part B) shall be filled in through GeM portal, comprising total cost of man-power + Service Charges + GST (prescribe the % of GST); = GRAND TOTAL (Both in Figures and words)

C. The financial bid shall contain the following:

1. Gross/total amount payable to the deputed staff i.e., Qualified Articles Clerk and Accounts Clerks deputed at EIA-Mumbai Office Premises, inclusive of all charges
2. Professional Charges of the CA firm

3. Applicable GST (%)
4. Grand Total in Figures and Words
5. Office Seal, Stamp and Signature of the Prospective Bidder
6. Financial bid shall be submitted on letter head of the firm with duly stamped & signed by the Managing Partner/ Proprietor of the Firm/Authorized representative of the Bidder.

D. The daily expenses viz., transportation, Breakfast/Lunch/Dinner, and any other incidental charges are to be borne by the Prospective Bidder. The Client shall not make reimbursement towards any charges whatsoever, separately.

12. Amendment of Tender Document

At any time prior to the deadline for submission of bids, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Service Provider, modify the Tender Document by way of amendment (s).

Amendments will be intimated in writing to all Service Providers that have received the Tender Document and shall be binding on them. Further, it will be assumed that the Service Provider has taken into account such amendments while submitting the bid.

13.Bid Security

The Service Providers are advised to furnish Bid Security for an amount of Rs.50000.00(Fifty Thousand Only) in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee including e-Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form, safeguarding the purchaser's interest in all respects.

(a) The bid security is normally to remain valid for a period of 60 days beyond the final bid validity period.

(b) Bid securities of the unsuccessful Service Providers shall be returned to them at within 30 days after completion of first stage of technical evaluation.

(c) Service Providers are to sign a Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit performance security before the deadline defined in the request for bids document, they will be suspended for the period of TWO YEARS from being eligible to submit Bids for contracts with the entity that invited the Bids.

(e) Firms registered under Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department are exempted from submission of Earnest Money Deposit.

(e)The Bid Security shall be forfeited, in case, if the successful Service Provider:

a. withdraws its bid after award of work contract,

b. withdraws to perform the work awarded under the contract or

c. fails to accept the Client's corrections of arithmetic errors (if any) in the Service Provider's bid,

d. fails to sign the Contract or

e. fails to furnish performance security in accordance with

f. Commence the work as per the Contract (See the definition of the Contract)

14. Period of Validity of Bids

Bids shall remain valid for a period of 60 (SIXTY) days beyond the date of closing of the tender the period.

15. Opening of Bids by the Client:

The tender will be a two-bid system, Technical and Financial. The Technical bid will be opened after due dates for oping of the bid. Service Providers whose Technical Bids are found qualified, their respective Financial Bids will be considered for evaluation and determination of H1. In this process, EIA-Mumbai shall adopt a two-stage selection process in evaluating the Proposals comprising technical and financial bids to be submitted. In the first stage, a technical evaluation will be carried out. Based on this evaluation, a list of short-listed Service Providers shall be prepared. In the second stage, a financial evaluation will be carried out. Proposals will finally be ranked on Quality and Cost Based Selection (QCBS) and the highest weighted combined scorer (quality and cost), shall be termed as H1.

16. Preliminary Examination of Bids

a. The Client will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

b. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or subtotal price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If a Service Provider does not accept the correction of errors, its bid will be rejected and its bid security/Performance Security/Bank Guarantee shall be forfeited.

c. The Bid Security, Performance Security/Bank Guarantee shall be forfeited, in case, if the Service Provider OR successful Service Provider:

withdraws its bid after award of work contract

OR

fails to accept the Client's corrections of arithmetic errors (if any) in the Service Provider's bid

d. The Client may waive any minor non-conformity, or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Service Provider.

e. Prior to the detailed evaluation, the Client will determine whether each bid is complete, and is

substantially responsive to the Tender Document. For purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the Tender Document without material deviations, exceptions, objections, conditionality or reservations. A material deviation, exception, objection, conditionality, or reservation is:

(a) one that limits in any substantial way the scope, quality, or Service; or

(b) one that limits, in any substantial way that is inconsistent with the Tender Document, the Client's rights or the successful Service Provider's obligations under the Contract; and

(c) one that the acceptance of which would unfairly affect the competitive position of other Service Providers who have submitted substantially responsive bids.

(d) if a bid is not substantially responsive, it shall be rejected by the Client and may not subsequently be made responsive by the Service Provider by correction of the nonconformity.

17.Evaluation Criteria of Bids

(a) Determination of responsiveness

Prior to the financial evaluation of bids, EIA-Mumbai will determine whether each bid is substantially responsive to the requirement of bidding documents. Proposals will finally be ranked on Quality and Cost Based Selection.

For the purpose of the above clause, the bid should conform to all the terms, conditions, and specifications of the bidding documents without material deviation. A material deviation is one which affects/limits in any substantial way the scope, quality, or is inconsistent with the bidding documents.

Eligibility of Service Provider will be based on proof of past experience, financial capability, resource availability, which should form the technical offer by fulfilling the requisite qualifying requirement as mentioned above. The technical offer of the firm would be evaluated by the Technical Evaluation Committee (TEC) constituted by the appropriate Authority. The financial/commercial offers will be opened only in respect of the Service Providers who qualify the technical bid requirements.

18.TENDER EVALUATION (TECHNICAL & FINANCIAL EVALUATION).

18.1 Tender Evaluation Committee, (TEC in short)

i.The TEC constituted by the EIA-Mumbai which shall evaluate the technical and financial bids.

ii. The decision of the TEC in the evaluation of the Technical and Financial bids shall be final. Technical Bid evaluation is to ensure that the proposed solution by the Service Providers meets the requirements as outlined in the Terms of Reference, TOR in short

18.2 Technical Evaluation of Bids

i.A two-stage procedure shall be adopted in evaluating the proposals. Technical evaluation shall be carried out first, followed by the Price Bid evaluation. TEC will carry out a detailed evaluation of

the Technical Bids received by it, in order to determine whether they are substantially responsive to the requirements set forth in the Tender Document. In order to reach such a determination, TEC will examine the information supplied by the Service Providers and shall evaluate the same as per the evaluation criteria specified in this section.

ii. During the Scrutiny by the TEC, necessary clarification, if any, required by the TEC shall be furnished by the Service Provider within time given by the TEC, through GeM. TEC is at liberty to verify any or all the documents submitted by the Service Providers even by referring to third parties. After the technical evaluation is completed, opening of the Price bids will be done, through GeM.

iii. The technical evaluation of bids will be carried out to ensure compliance with the requirements mentioned in the Tender Document. A minimum of 70 marks should be scored in the technical proposal for the bid to be declared technically qualified.

iv. Technical evaluation will include the following parameters: -

SL No.	Criteria	Maximum Score	Minimum Cutoff Score
1.	**Consideration of Responsiveness** This first review helps determine whether the proposals are free of significant omissions or deviations from the scope/ terms and conditions or other key requirements. A proposal shall be considered unsuitable and shall be rejected at this stage if it fails to comply with important aspects as described in the bid document. A technical proposal containing any material financial information shall also be rejected.	Accepted/ Rejected	-
2	**Specific experience of the bidder** 15 years of experience with experience with minimum two (02) years of experience in conducting similar type of work.	10	10

SL No.	Criteria	Maximum Score	Minimum Cutoff Score
3	**Experience of Proposed Manpower** CA: The professional proposed for deployment must have passed the Final Examination of the Chartered Accountancy (CA) course and possess a minimum of five (5) years of post-qualification experience in handling similar accounting, taxation, audit and financial management activities. Accountant: The candidate must possess an M. Com degree or have passed the Intermediate Examination of CA/ICWA/CMA/CS, along with a minimum of four (4) years of relevant experience in handling similar accounting and financial activities. Accounts Executive: The candidate must be a B. Com graduate with a minimum of three (3) years of relevant experience in handling similar accounting and financial activities. The firm shall ensure that all personnel deployed meet the prescribed qualification and experience criteria and shall submit supporting documents for verification by EIA-Mumbai, as and when required.	40	30
3.	**Demonstration and Presentation** a. Understanding the scope of the work and Approach to execute the Assignment (Technical Proposal/RFP*) b. Work Methodology (Presentation)	25 25	15 15

**During this process the consultant is required to furnish the documentary evidence to demonstrate his compliance to Experience, methodology, financial strength etc.*

a. The bidder shall submit CVs of all officials proposed to be deputed for work at EIA-Mumbai

b. To qualify the Technical Bid Evaluation, the bidder must confirm to all the requirements stated in the scope documents.

c. Technical Score of Seventy (70) per cent or above will be declared as technically qualified as per the evaluation criterion specified above.

d. Financial bids of only those bidders will be opened who are technically qualified.

e. Date and time of presentation to the prospective bidders will be intimated later. Request for change/absence of the agency on scheduled date and time, for any reason, will not be entertained.

A copy of the presentation needs to be submitted by the bidder on the day of presentation

18.3 Financial Evaluation of Bids

a. The financial evaluation of the proposal will be by determining whether the Financial Proposals are complete, qualified and unconditional.

b. The Financial bid will be including all taxes like GST, etc. in the format given in GeM.

c. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services ("Bid Price"). Omission, if any, in costing any item shall not entitle the agency to be compensated and the liability to fulfil its obligations as per the Scope of Work within the total quoted price shall be that of the bidder.

d. Any conditionality included in the financial bid will lead to disqualification of the entire bid.

e. The EIA-Mumbai shall adopt a two-stage selection process in evaluating the Proposals comprising technical and financial bids to be submitted. In the first stage, a technical evaluation will be carried out. Based on this evaluation, a list of short-listed applicants shall be prepared as specified. In the second stage, a financial evaluation will be carried out. Proposals will finally be ranked on Quality and Cost Based Selection (QCBS).

19 . Combined and final evaluation

a. On financial evaluation, the shortlisted bidders will be given total score which will be determined as under: -

b. 70% weight-age will be given to the Technical Score.

c. 30% weight-age will be given to the Financial Score.

d. The evaluation of the bid submission will be in QCBS mode as per the weightage described above. The bid will be posted on GeM and so the procedure of QCBS will be followed for the ranking of the bidders.

e. The successful bidder will have to enter into an agreement with EIA-Mumbai comprising of various clauses agreed upon amicably between both parties. Suitable and mandatory changes will also be added in the agreement for smooth execution of the contract.

20 . Criteria for Evaluation of Financial bid:

a. The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria explained below.

b. The lowest evaluated financial bid (Fm) will be given the maximum financial score of 100 points. The financial scores (F) of the other financial bids will be computed as per the formula for determining the financial scores given below:

F = 100 x (Fm / Fb) Where,

Fb =Evaluated amount of financial quote by the particular bidder. Fm = Lowest evaluated amount of financial quote by the bidder.

Financial bids of only those bidders, which are declared technically qualified, shall be opened on the specified date and time, in the presence of representatives of bidders who choose to attend. The name of the bidder, their technical score (if required), and their financial bid shall be read aloud.

21. Method of Selection:

In deciding the final selection of the bidders, the technical bid will be given a weightage of 70% on the basis of criteria for evaluation. The price bids of only those bidders, which qualify technically, will be opened. The bid with the lowest cost will be given a financial score of 100 and the other bid given financial scores that are inversely proportional to their prices. The financial bid will be allocated a weightage of 30%.

For working out the combined score, the TEC will use the following formula: Total points: (0.7 x T(s)) + (0.3 x100 x Fm/Fb)

The bids will be ranked in terms of total points scored. The bid with the highest total points (H-1) will be considered for award of contract.

Example: If in response to this tender, three bids, A, B & C are received and the Evaluation Committee awarded them 75, 80 and 90 marks on technical bid respectively. The minimum qualifying marks were 75 (Seventy-five) thus, all the three proposals were found technically suitable. Using the formula T/T_{high}, the following technical points are awarded by the evaluation committee:

A: 75/90 = 83 points B: 80/90 = 89 points C: 90/90 = 100 points

Further, if the quoted' price of bids A, B & C were Rs. 120, 100 & 110 respectively, then the following points for financial bids may be given Using the formula C_{low}/C:

A: 100/120 x 100= 83 points

B: 100/100 x 100= 100 points

C: 100/110 x 100 = 91 points

For combined evaluated points, the process would be as follows:

Bid A: 83 x 0.7 + 83 x 0.3 = 83

Bid B: 89 x 0.7 + 100 x 0.3 = 92.3

Bid C: 100 x 0.7+ 91 x 0.3=97.3

The three proposals in the combined technical and financial evaluation were ranked as under:

Proposal A: 83 points: H-3 Proposal B: 92.3 points: H-2 Proposal C: 97.3 points: H-1

Proposal C at the evaluated cost of Rs.110 (Rupees One hundred and ten) was, therefore, declared as winner and recommended for approval, to the competent authority.

The Evaluation Committee will correct any computation errors, in case of discrepancy.

22.Selection of Service Provider

The Selected Service Provider shall not be declared till the detailed commercial bid is evaluated. During the evaluation if the Client finds that the detailed commercial bid is not in order or incomplete etc. then Client shall treat the bid as non-viable and same shall be rejected, and EMD shall be forfeited. In such case next ranked Service Provider shall be considered for further evaluation and so on till a Service Provider is selected.

If any Service Provider withdraws his bid, at any stage after the submission of the bid, till the final evaluation or declaration of the final selected Service Provider, it shall be declared a defaulting Service Provider and EMD of such defaulting Service Provider shall be forfeited and Purchaser reserves right to blacklist such Service Providers for next three years from participating in any Purchasers' tender. In such situation the tendering process shall be continued with the remaining Service Providers as per their ranking.

23.Client's Right to Accept / Reject / Modify Bids

The Client reserves the right to accept or reject any bid or to annual the bidding process and reject all bids at any time prior to Contract award, without thereby incurring any liability to the Service Providers.

The Client reserves the right to negotiate with the Service Provider having the Lowest Evaluated Bid, both in terms of the price and in terms of the technical configuration proposed by the Service Provider.

24.Award of Work Order

Prior to the expiration of the period of bid validity, the Client will issue the Work Order to the successful Service Provider in writing.

The Work Order will constitute the foundation of the Contract.

Upon the successful Service Provider's furnishing of the copy of the Work Order duly signed on each page and the performance security, for engaging the Service Provider, contract period will commence and not later than 1st day of the subsequent month.

25.Penalties

- Time is the essence of the contract. The Service Provider guarantees that it shall provide un-interrupted services as per the Contract.
- If the Service provider fails to provide the service as per the contract OR fails to adhere to the Scope of work OR fails to perform Duties and responsibilities, during the contract period, an amount equal to 0.5% of the contract price (excluding Taxes during the year) shall be levied per week subject to a maximum of 10% of the Contract Price during the said period.
- However, the Client reserves the right to terminate the contract if the Service Provider defaults to observe the conditions on any of the time limits by more than four (4) weeks.

26.Defect Liability

- The Service Provider warrants that during the Contract Period, the services provided shall be uninterrupted and free from negligence, misconduct, misbehavior, indiscipline, absenteeism of the personnel deployed at the office premises and also give no room for complaints, loss, theft,

pilferage, defects, damage caused by them, if any to Export Inspection Agency-Mumbai Head Office Premises.

- If during the Contract Period any defect is found, the Service Provider shall promptly, at its sole cost, repair, replace or otherwise make good such defect as well as any damage to the Office Premises caused by such defect. Any defective service, shall be attended to immediately.

27. ELIGIBILITY / QUALIFICATION CRITERIA

- The bidder shall be a partnership firm of Chartered Accountants registered with the Institute of Chartered Accountants of India (ICAI) and legally eligible to undertake the assignment having minimum 05 partners out of which 03 are FCA.
- The firm should have been in existence for at least 15 years as on the date of submission of bid.
- The firm should have at least five (05) years of experience in accounting, GST, TDS, Professional Tax, MIS, reconciliation, vouching and related financial accounting services out of which minimum two (02) years of experience in Government departments, Government organizations, PSUs, autonomous bodies or reputed organizations prior to tender date.
- The bidder should have an average annual turnover of at least ₹ 1.25 crore during the last three financial years, supported by audited financial statements/CA certificate.
- The bidder should have at least 15 experienced accounting and taxation professionals in the pay roll to execute the assignment.
- The bidder and its partners should not have been blacklisted/debarred by any Central/State Government Department, PSU, statutory body or Government organization.
- The firm should possess valid PAN, GST registration and other registrations applicable to the services.
- Conflict of interest: the bidder shall disclose any existing assignment that may create an actual or potential conflict of interest.
- The firm shall have successfully completed/handled at least 02 similar assignments during the last Ten (10) financial years in government organization. Documentary evidence shall be furnished.
- The CA firm should have an office in Mumbai or Mumbai Metropolitan Region (MMR). The CA may be required to supply manpower at various sub offices of EIA-Mumbai, as and when required without any additional cost.
- The CA firm should have been empaneled with C&AG.
- The CA firm should possess a peer review certificate.
- Must have at least 01 CISA/DISA qualified CA.

28. DETAILED SCOPE OF WORK

28.1 Day-to-Day Accounting and Bookkeeping

- Recording of receipts, payments, journal entries and other financial transactions in the accounting software/Tally/ERP prescribed by EIA-Mumbai.

- Preparation, checking and maintenance of accounting vouchers with complete supporting documents.
- Maintenance and scrutiny of cash book, bank book, ledgers and subsidiary records.
- Recording and monitoring of receipts from exporters/clients/other parties.
- Recording of expenditure, advances, adjustments and liabilities.
- Maintenance of vendor, customer, employee and other relevant ledgers.
- Assistance in monthly closing of books and preparation of trial balance.
- Identification and reporting of incomplete, unsupported or incorrectly classified transactions.
- Maintenance of accounting records and schedules in the prescribed format.
- Any routine accounting activity reasonably connected with the above scope
- Assistance in preparation of payment/receipt related documentation and financial statements.
- Periodic review of outstanding advances, liabilities, receivables and other balances.
- Expert advice in maintaining the day-to-day activities.

28.2 Bank Reconciliation and Reconciliation Work

- Monthly bank reconciliation of all bank accounts maintained by EIA-Mumbai.
- Reconciliation of accounting records with bank statements, payment records and other source documents.
- Identification and follow-up of unreconciled items and preparation of reconciliation statements.
- Reconciliation of GST, TDS, Professional Tax and other statutory records with books of account and portal data.

28.3 GST Compliance

- Preparation and filing of GSTR-1 and GSTR-3B, GSTR7 as applicable.
- Preparation of GST liability workings and reconciliation with books of accounts.
- Reconciliation of GST returns with books, receipts and relevant records.
- Review of input tax credit records, wherever applicable.
- Monitoring statutory due dates and ensuring timely compliance.
- Preparation of GST reconciliation statements and assistance in resolving mismatches.
- Assistance in GST notices, assessments, queries and correspondence relating to the period of engagement.
- Preparation and filing of GST Annual Return (GSTR-9).
- Preparation/review of reconciliation statement (including GSTR-9C, wherever applicable).
- Any other routine GST compliance arising from the activities of EIA-Mumbai.

28.4 TDS / Income Tax Related Work

- Determination of TDS applicability and rates on payments made by EIA-Mumbai.
- Preparation of TDS challans and timely deposit of TDS.
- Preparation and filing of quarterly TDS statements/returns.

- Issuance of TDS certificates and reconciliation with TRACES, Form 26AS/AIS and books, wherever applicable.
- Correction/revision of TDS statements and assistance in resolving defaults/demands raised on the income-tax/TDS portal.
- Assistance in income-tax related reconciliations and statutory correspondence falling within the scope of the assignment and assistance in responding to TDS notices and related correspondence.

28.5 Professional Tax and Other Statutory Compliance

- Verification of Professional Tax liability and deductions.
- Preparation of challans and filing of applicable monthly/periodical returns.
- Reconciliation of Professional Tax with payroll and accounting records.
- Assistance in resolving notices/defaults, wherever applicable.

28.6 Monthly MIS and Financial Reporting

- Monthly receipts and expenditure statement.
- Head-wise and month-wise expenditure.
- Budget versus actual expenditure, Variance analysis against budget and identification of significant deviations Bank position and reconciliation status.
- Outstanding advances and liabilities.
- Vendor-wise outstanding position.
- GST and TDS compliance status.
- Major accounting/reconciliation issues requiring attention.
- Other financial information/reporting formats prescribed by EIA-Mumbai.
- Preparation of management reports and other financial statements required by EIA-Mumbai/EIC.

The monthly MIS shall ordinarily be submitted by the 10th of the succeeding month or by such date as prescribed by EIA-Mumbai.

28.7 Periodical Vouching / Internal Checking

- Periodical checking/vouching of payment and receipt vouchers.
- Verification of supporting documents, sanctions/approvals and accounting classification.
- Verification of GST/TDS deductions and statutory compliance at transaction level.
- Checking of arithmetical accuracy and completeness of documentation.
- Identification of duplicate, unusual or unsupported transactions.
- Submission of a monthly/quarterly vouching report indicating observations and corrective action.

The vouching/review assignment shall not be construed as statutory audit unless separately entrusted in writing

28.8 Annual Accounts and Audit Support

- Assistance in year-end closing of books of accounts and finalization of Annual Accounts.

- Preparation/review of schedules (of Annual Accounts), reconciliations and supporting statements.
- Assistance in compilation of information required for annual accounts.
- Assistance during, internal audit, CAG audit, inspection and other financial reviews.
- Assistance in preparation of replies to audit observations relating to the scope of services.
- Assistance in providing reconciliations and supporting documents to EIC/Ministry/audit authorities

28.9 Professional Supervision and Advisory

- Review of work performed by deployed manpower by a Partner/Chartered Accountant of the firm.
- Professional advice on accounting, GST, TDS, Professional Tax and related financial matters.
- At least one review visit by the CA/Partner every week and additional visits/online support as required.
- Prompt escalation to the designated officer of any material accounting, tax or compliance issue.
- Timely advice on changes in GST, TDS, Professional Tax and accounting requirements affecting EIA-Mumbai.
- Review of statutory filings before submission, wherever feasible

29. MANPOWER DEPLOYMENT

Sl.	Position	Minimum Qualification	Experience	Deployment
1	02 (Two) Accountant	M.Com. or equivalent	Minimum 4 years	Full-time at EIA-Mumbai.
2	02 (One) Accounts Clerk	B.Com. or equivalent	Minimum 3 years	Full time at EIA-Mumbai.
3	01 (One) Qualified CA	CA final pass	05 years post Qualification experience	Thrice a week or 12 days in a month and as and when required
4	Partner Visit	FCA Partner	----------	Twice a Month or as and when required.

The exact number of manpower to be deployed shall be specified in the Schedule of Requirements/Financial Bid. Replacement of deployed personnel shall require prior intimation and the replacement shall have equal or better qualifications and experience.

30. RESPONSIBILITIES OF THE SERVICE PROVIDER

- Deploy qualified and experienced manpower as specified and ensure continuity of service.
- Ensure that all assigned accounting and statutory compliance work is completed accurately and within prescribed timelines.
- Ensure professional supervision and review by the CA/Partner.

- Monitor all statutory due dates and maintain a compliance calendar.
- Rectify errors/deficiencies attributable to the service provider without additional cost.
- Maintain confidentiality of all financial, tax, employee, vendor and official information.
- Maintain proper working papers, reconciliations and records for all work performed.
- Provide suitable replacement personnel in case of absence/resignation of deployed staff.
- Ensure compliance with applicable labour and statutory obligations in respect of its personnel.
- Provide timely assistance during audits, inspections, notices and financial reviews relating to the scope of work.
- Immediately bring material accounting discrepancies or statutory risks to the notice of EIA-Mumbai.
- Ensure that deployed personnel comply with office discipline, working hours, security instructions and applicable SOPs.
- Not to remove original records or confidential documents from EIA-Mumbai without written permission.
- Provide and handover all records, working papers, files and data at the end of the contract.

31. RESPONSIBILITIES OF EIA-MUMBAI

- EIA-Mumbai shall provide access to relevant records, documents, accounting software and information reasonably required for performance of the assignment.
- EIA-Mumbai shall designate an officer for coordination and review of the services.
- Necessary approvals, sanctions and source documents for completion of assigned work.
- EIA-Mumbai shall review and certify satisfactory performance for the purpose of monthly payment.
- EIA-Mumbai shall provide reasonable workspace and basic office facilities for deployed personnel.
- Provision of information/documents by EIA-Mumbai shall not relieve the service provider of its responsibility to identify apparent inconsistencies, missing information or compliance issues within the scope of its professional duties.

32. WORKING HOURS, ATTENDANCE AND DISCIPLINE

- EIA-Mumbai shall provide access to relevant records, documents, accounting software and information reasonably required for performance of the assignment.
- EIA-Mumbai shall designate an officer for coordination and review of the services.
- Necessary approvals, sanctions and source documents shall be provided by the concerned section/officials of EIA-Mumbai.
- EIA-Mumbai shall review and certify satisfactory performance for the purpose of monthly payment.
- EIA-Mumbai shall provide reasonable workspace and basic office facilities for deployed personnel, subject to availability.
- The deployed manpower shall not claim any employment, service or other statutory benefit from EIA-Mumbai/EIC.
- Deployed manpower shall work during the normal office working hours of EIA-Mumbai.
- Attendance shall be maintained in the manner prescribed by EIA-Mumbai.

- Unauthorized absence shall result in proportionate deduction from the monthly bill.
- The service provider shall provide replacement personnel for prolonged absence without any additional cost.
- Personnel shall observe office discipline, security requirements and instructions relating to handling of Government records.
- Provision of information/documents by EIA-Mumbai shall not relieve the service provider of its responsibility to identify apparent inconsistencies, missing information or compliance issues within the scope of its professional duties

33. MONTHLY DELIVERABLES

Sl.	Deliverable	Indicative Timeline
1	Day-to-day accounting and voucher posting	Continuous
2	Bank reconciliation	Monthly
3	GST returns and reconciliation	Within statutory due dates
4	TDS returns/challans and reconciliation	Within statutory due dates
5	Professional Tax compliance	Within statutory due dates
6	Monthly MIS and budget/expenditure statements	By 10th of following month
7	Periodical vouching/exception report	Monthly/Quarterly
8	GST Annual Return	Within statutory due date
9	Audit assistance/reconciliations	As and when required

34. PAYMENT TERMS – MONTHLY

- Payment shall be made on a monthly basis after satisfactory completion and certification of the services for the relevant month.
- The service provider shall submit a monthly invoice along with: (i) attendance statement, (ii) work completion report, (iii) statutory compliance status, (iv) copies/acknowledgements of applicable returns, (v) MIS/deliverables, and (vi) any other document prescribed by EIA-Mumbai.
- Payment shall be released within 10 working days from receipt of a complete and duly verified invoice, subject to availability of funds and completion of prescribed financial checks.
- GST shall be paid separately at the applicable rate, subject to submission of valid tax invoice and compliance with applicable law.
- TDS and other statutory deductions shall be made as applicable.
- No separate payment shall be made for routine work included in the scope of the tender.
- Any additional assignment outside the approved scope shall be undertaken only with prior written approval of the Competent Authority and shall be paid only where specifically sanctioned.
- Payment shall be linked to satisfactory performance and may be reduced for unperformed services, absence of manpower, delayed deliverables or other service deficiencies as per the SLA.

35. FINANCIAL BID FORMAT

Sl.	Component	Duration	Number of manpower required	Monthly Amount (₹)	Total for Contract Period 24 Months (₹)
1	Professional fee / CA supervision	12 visit per month	01	60000.00	
2	On-site Accountant manpower	Monthly	02	50000.00	
3	Onsite Accounts executive	Monthly	02	30000.00	
4	Filing of Monthly and annual GST Return / TDS Return	As per statute		30000.00	
5	Partner visit & Reply to Notice	As per statute		30000.00	
6	Total evaluated cost (excluding GST)				

The bidder shall quote all-inclusive professional/service charges for the scope, excluding GST where separately payable. No escalation shall be admissible during the initial contract period unless specifically provided in the tender.

36. PERFORMANCE SECURITY

- The successful bidder shall furnish Performance Security @ 2% of the contract value within 15 days of award of contact, in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee including e-Bank Guarantee from a scheduled Banks or online in an acceptable form and applicable Government procurement rules.
- Performance Security shall remain valid beyond 60 days for the prescribed contract/claim period.
- Failure to furnish Performance Security within the prescribed period may result in cancellation of award and action as per applicable rules.

37. SERVICE LEVELS AND PENALTY/DEDUCTION

Default	Proposed Action
Unauthorized absence of deployed manpower	Proportionate deduction for the period of absence
Delay in statutory filing attributable solely to service provider	Actual statutory interest/late fee may be recovered after establishing responsibility, in addition to contractual deduction, where applicable

Default	Proposed Action
Repeated material deficiencies	Warning, corrective action and/or further contractual action

Before imposing any penalty for a service deficiency, the firm shall ordinarily be given an opportunity to explain the circumstances. No penalty shall be imposed for delay caused by non-availability of records, approvals, information, portal failure or circumstances beyond the reasonable control of the service provider.

38. CONFIDENTIALITY AND DATA SECURITY

- All information, records, documents, passwords, financial data, tax data and official correspondence accessed during the assignment shall be treated as confidential.
- The service provider and its personnel shall not disclose, copy, transfer or use official information for any purpose other than performance of the contract.
- Original records shall remain in the custody of EIA-Mumbai.
- Electronic data shall not be stored on personal devices/cloud platforms without written permission and shall be used for authorized official work.
- On completion/termination of the contract, all records and working papers belonging to EIA-Mumbai shall be handed over.

39. REPLACEMENT OF MANPOWER

- The service provider shall not frequently change deployed personnel.
- In case of resignation, prolonged absence or other necessity, equivalent or better-qualified replacement shall be provided promptly.
- EIA-Mumbai may request replacement of personnel whose performance, conduct or suitability is found unsatisfactory.
- Replacement shall be provided without additional cost.
- The firm shall provide replacement within five (05) working days.

40. STATUTORY / LABOUR COMPLIANCE

- The deployed personnel shall remain employees/personnel of the service provider and no employer-employee relationship shall arise with EIA-Mumbai.
- The service provider shall be responsible for wages, leave, EPF, ESIC, labour welfare, minimum wages and other applicable statutory obligations relating to its personnel.
- The service provider shall comply with all applicable labour and tax laws and shall indemnify EIA-Mumbai against liabilities arising from its failure to comply with such obligations, to the extent permitted by law.
- EIA-Mumbai shall not be liable for employment-related claims of personnel engaged by the service provider.

41. RECORDS, AUDIT AND INSPECTION

- EIA-Mumbai/EIC and authorized audit authorities shall have the right to inspect relevant records and working papers relating to the services.
- The firm shall provide reasonable assistance during internal audit, statutory audit, CAG audit, inspection and departmental review.
- All records prepared for EIA-Mumbai shall remain the property of EIA-Mumbai/EIC.

42. SUB-CONTRACTING

- The firm shall not assign or sub-contract the core services without prior written approval of EIA-Mumbai. The selected CA firm shall remain fully responsible for quality, confidentiality and timely performance even where approved support personnel are engaged.

43. CONFLICT OF INTEREST AND PROFESSIONAL INDEPENDENCE

- The bidder shall disclose any relationship or assignment that may impair its independence or create a conflict of interest.
- The firm shall maintain professional independence and comply with applicable ICAI standards and ethical requirements.
- EIA-Mumbai may require appropriate mitigation or replacement where a material conflict is identified.

44. BID SUBMISSION DOCUMENTS

- Technical Bid covering firm profile, eligibility, experience, methodology and work plan.
- Certificate of ICAI registration/membership details.
- PAN and GST registration.
- Audited financial statements/turnover certificate as prescribed.
- Relevant work orders/completion certificates.
- CVs of proposed manpower and CA/Partner.
- Non-blacklisting/debarment undertaking.
- Conflict of interest declaration.
- Acceptance of tender terms and conditions.
- Financial Bid in the prescribed format, submitted separately as required.

45. PRE-BID MEETING AND CLARIFICATIONS

A pre-bid meeting may be held on 23.11.2026 at 3.30 pm. A meeting Link is given below.
https://exportinspection.webex.com/exportinspection/j.php?MTID=m11a29bfb37687519dc109276691d15b1

46. TERMINATION

- The contract may be terminated for persistent poor performance, material breach, non-compliance with statutory obligations, submission of false information, breach of confidentiality, unauthorized subcontracting, insolvency or other grounds specified in the contract by giving a notice of 30 days.

- Before termination for a curable breach, the service provider shall ordinarily be given a written notice and reasonable opportunity to rectify the breach, except where immediate action is justified under applicable rules.
- On termination, the service provider shall hand over all records, data, reconciliations, working papers and pending compliance status to EIA-Mumbai.

47. FORCE MAJEURE

- Neither party shall be liable for failure caused by events beyond reasonable control, subject to prompt notice and reasonable mitigation. Statutory deadlines shall nevertheless be monitored and necessary action shall be taken to the extent practicable.

48. DISPUTE RESOLUTION AND JURISDICTION

- Disputes shall initially be addressed through mutual consultation between the authorized representatives.
- Where unresolved, the matter shall be dealt with in accordance with the dispute resolution mechanism and applicable Government procurement provisions specified in the contract.
- Courts/authorities having jurisdiction at Mumbai shall have jurisdiction, subject to applicable law.

49. INTELLECTUAL PROPERTY AND OWNERSHIP OF RECORDS

- All reports, MIS, reconciliations, schedules, working statements and other deliverables prepared specifically for EIA-Mumbai under the contract shall belong to EIA-Mumbai. The service provider may retain copies only to the extent required by law or professional standards and subject to confidentiality obligations.

50. ANNEXURE-I – BIDDER INFORMATION

Particular	Details
Name of CA Firm	
ICAI Firm Registration No.	
Office Address	
PAN	
GSTIN	
Name of Partner/Proprietor	
Mobile No.	
Email ID	
Year of Establishment	
Average Annual Turnover – FY 2025-26	
Average Annual Turnover – FY 2024-25___	
Average Annual Turnover – FY 2023-24	
Total Professional/Accounting Staff	

51. ANNEXURE-II – EXPERIENCE

Sl.	Client/Organisation	Nature of Assignment	Period	Contract Value	Completion Status
1					
2					
3					
4					
5					

52. ANNEXURE-III – PROPOSED MANPOWER

Sl.	Name	Position	Qualification	Experience	Proposed Deployment
1		Accountant			
2		Accounts Executive			
3		CA			

53. ANNEXURE-IV – NON-BLACKLISTING UNDERTAKING

We hereby certify that the firm has not been blacklisted/debarred by any Central/State Government Department, Government organization, PSU, statutory body or autonomous organization as on the date of submission of the bid. We further certify that the information furnished in the bid is true and correct. If any statement is found false, EIA-Mumbai shall be entitled to take action as per the tender conditions.

Signature of Authorized Signatory: _____

Name: _____ Designation: _____

Firm: _____ ICAI Registration No.: _____

Date: _____ Seal: _____

54. ANNEXURE-V – DECLARATION AND ACCEPTANCE

We have carefully read and understood the complete tender document and agree to abide by all terms and conditions contained therein. We confirm that the proposed services, manpower and professional supervision shall be provided as specified.

Signature of Authorized Signatory: _____

Name: _____ Designation: _____

Firm: _____ Date: _____

Seal: _____

55. ANNEXURE-VI – TECHNICAL EVALUATION SCORE SHEET

To be used by the Tender Evaluation Committee. The Committee shall record marks against each approved criterion and maintain supporting evaluation records.

Criteria	Maximum Marks	Remarks
02 years of Govt. Experience out of 15 years of experience	10	Documentary proof required
Experience and qualification of proposed manpower	40	CV/qualification documents
Understanding of assignment and approach to execute the assignment	25	Technical Proposal
Work methodology	25	Presentation
Total	**100**	

56. ANNEXURE-VII – MONTHLY BILLING CHECKLIST

- Monthly invoice submitted.
- Attendance statement submitted and certified.
- Work completion report submitted.
- GST/TDS/Professional Tax compliance status submitted.
- Copies/acknowledgements of statutory returns submitted, wherever applicable.
- Monthly MIS submitted.
- Vouching/reconciliation report submitted.
- Deficiencies, if any, rectified/adjusted.
- Certificate of satisfactory service issued by designated officer.

57. MONTHLY WORK COMPLETION CERTIFICATE

Certified that M/s _____ has provided the agreed accounting, taxation, statutory compliance, MIS, vouching and related services for the month of _____. The deployed manpower was available as per requirement and the deliverables due during the month have been received and found satisfactory, subject to the observations recorded separately, if any.

Name/Designation of Certifying Officer: _____

Signature: _____ Date: _____

********End of Tender Document*********