

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	27-04-2026 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	27-04-2026 13:30:00
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 Labour And Employment
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	Employees Provident Fund Organisation (epfo)
कार्यालय का नाम/Office Name	Ro Bhopal
वस्तु श्रेणी /Item Category	Financial Advisory Services - Offsite; Tax Advisory
अनुबंध अवधि /Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover	Yes Complete
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) *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 मेन् 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 विवरण/Bid Details	
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	3
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	120000
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

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26

(a). 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.

लाभार्थी /Beneficiary :

ASSISTANT PROVIDENT FUND COMMISSIONER
Bhavishya Nidhi Bhawan, Regional Office, Bhopal, 59, Arera Hills, Bhopal. 462011
(Ragini Yadav)

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. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of years of experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions.:10 years Experience out of which at least 3 years should be in providing similar Advisory Services to Government Departments, PSUs, PSBs, Municipalities and Centrally Funded institutions or similarly placed organisations such as EPFO or ESIC.

Number of XX qualified professionals in full time employment at senior level with experience in handling similar or relevant projects.:Minimum 1

Scope of work to be uploaded by buyer:[1776405451.pdf](#)

Financial Advisory Services - Offsite; Tax Advisory (1)**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Offsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns , Bookkeeping Support , Advance Tax Computation , Tax Litigation Strategy , Support for Tax Assessment , Negotiations Support
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Master's in Business Finance (by ICAI)
Total Experience of Professionals / Resources (In years)	3 - 5 Years
एडऑन /Addon(s)	
Post Financial Advisory Support	Yes

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Surendra Singh Rajput	462011,EMPLOYEES PROVIDENT FUND ORGANISATION, REGIONAL OFFICE, BHOPAL	Project / Lumpsum Based	<ul style="list-style-type: none">Number of months for which Post Advisory support is Required : 24

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. 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. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

4. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

5. Buyer Added Bid Specific ATC

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

6. Service & Support

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

7. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.Proof for Past Experience and

Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

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 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 कार्यवाई 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---



कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)



Ministry of Labour & Employment, Govt. of India
क्षेत्रीय कार्यालय, भविष्य निधि भवन, 59, अरेरा हिल्स, भोपाल (म.प्र.) - 462011
Regional Office, Bhavishya Nidhi Bhawan, Arera Hills, Bhopal (M.P.)-462011
Website: www.epfindia.gov.in | Email: ro.bhopal@epfindia.gov.in | Tel: 0755-2557670

रुचि की अभिव्यक्ति आमंत्रण
(Invitation of Expression of Interest)

क्षेत्रीय कार्यालय, भोपाल के विभिन्न अनुभागों के आयकर, जी.एस.टी. एवं अन्य कर संबंधित कार्यों हेतु दो वर्ष के लिए चार्टर्ड अकाउंटेंट अनुबंधित किया जाना है, जिनके द्वारा किए जाने वाले कार्यों का विवरण निम्नानुसार है :-

- प्रशासन अनुभाग :-** कार्यालय के लगभग 140 कर्मचारियों/अधिकारियों की त्रैमासिक आयकर विवरणियां (कुल 4 क्वार्टर) जमा किया जाना, तथा वित्तीय वर्ष के अंत के पश्चात उक्त कर्मचारियों/अधिकारियों के प्रपत्र 16 जारी किया जाना। लीगल से संबंधित पेनल एडवोकेट्स के बिलों के भुगतान के समय टी.डी.एस. काटा जाता है, जिसकी त्रैमासिक विवरणियां जमा किया जाना। इसके अतिरिक्त आयकर विभाग से प्राप्त नोटिस का जवाब तैयार करना एवं समय समय पर आयकर से संबंधित विषयों पर मार्गदर्शन प्राप्त करना।
- रोकड़ अनुभाग :-** लेखा अनुभाग से क्लेम सेटलमेंट के दौरान काटी गई टीडीएस राशि तथा लेखा अपडेट के दौरान काटी गई टीडीएस राशि मासिक रूप से प्राप्त होती है। जिसकी त्रैमासिक विवरणी टेक्स कंसल्टेंट के माध्यम से इन्कम टेक्स कार्यालय में जमा होती है। वर्ष 2024-25 के प्राप्त आंकड़ों के अनुसार लगभग 115 अंशदाताओं का टीडीएस विवरण प्रतिमाह रोकड़ अनुभाग में प्राप्त होता है। इसके साथ ही प्रत्येक क्वार्टर में प्रपत्र 16 ए जारी किए जाते हैं।
- भण्डार अनुभाग :-** कटिन्जेंसी स्टाफ प्रदाय करने वाली संस्थाओं, वार्षिक रखरखाव सेवा प्रदाता संस्थाओं एवं भण्डार अनुभाग के अन्य बिलों (लगभग 20) में से प्रतिमाह नियमानुसार टीडीएस एवं जी. एस.टी. कटोत्रा किया जाता है। जी.एस.टी. पोर्टल पर मासिक विवरणी जमा करना।

TERMS AND CONDITIONS OF CONTRACT FOR
"Hiring of services of CA Agency"

TERMS & CONDITIONS:

1. The bidder should be a registered company. Certificate of Registration/Incorporation (Gumasta) must be submitted.
2. The bidder must submit the copy of GST registration Certificate.
3. The bidder must submit the copy of PAN registration Certificate.
4. If the bidder falls under the purview of **Employees' Provident Funds and Miscellaneous Provisions Act, 1952** then the bidder should be a company registered and complying under **Employees' Provident Funds and Miscellaneous Provisions Act, 1952** in M.P. region. (Documentary proof is required).
5. If the bidder falls under the purview of **Employees' State Insurance Act, 1948** then the bidder should be a company registered and complying under **Employees' State Insurance Act, 1948** in M.P. region. (Documentary proof is required).
6. The said contract will be initially for a period of 2 years commencing from the date of signing the contract with limited extensions (up to two times, for two and one year (s) respectively) subject to satisfactory service certificates and justifications. However, in normal circumstances the Agreement is terminable by giving 15 - day notice in writing by either party to the agreement.
7. It must be noted that normally all correspondence and transactions will be made only with the parties whose tenders have been accepted and not with anybody else.
8. The undersigned reserves the rights for any changes/cancellation/rejection of any part or whole tender, without assigning any reason what so ever.
9. Purchase Committee Approval/Decision will be final and binding for all bidders.
10. LIQUIDATED DAMAGES: If the Bidder fails to complete the work within stipulated time as mentioned in the contract agreement/letter of award, a liquidated damage of 0.5 % of Contract price per day shall be imposed on the bidder subjected to maximum of 10% of the contract value. Thereafter, the contract shall be terminated. The Authority to review the Penalty or Liquidated Damage shall be The Regional P.F. Commissioner-I, Regional Office, Bhopal.
11. DISPUTES: The decision of the Purchaser shall be final regarding the dispute as to the quality of services provided by the Agency along with the other related aspects arising out of the contract. The Agency may address its intention, in writing, to the Purchaser with evidences for the settlement of dispute. Neither the Purchaser nor the Agency shall stop the services, unless agreed mutually or ordered by the arbitrator(s).
12. SETTLEMENT OF DISPUTE: Any disputes arising out of this contract shall be resolved through a process of Arbitration as per Arbitration & Conciliation Act 1996 (as amended from time to time). The place of Arbitration shall be Bhopal (Madhya Pradesh).

Additional Terms & Conditions:

1. It is mandatory for the bidding Chartered Accountant Firm(s) to have their Head Office or Branch Office in Madhya Pradesh as per records of Institute of Chartered Accountants of India (ICAI) with more than 10 years of standing, minimum turnover of 5 lacs in each of last three financial years i.e 2022 - 2023, 2023 - 2024 and 2024 - 2025 and valid GST Registration as on date of submission of bid. Bidder needs to mandatorily attach ICAI Firm Constitution Certificate, GST Registration Certificate and self - declaration on letterhead of firm regarding turnover of CA Firm in each of last three financial years.
2. Bidder firm should be provisionally empaneled with Office of Comptroller & Auditor General of India for FY 2024 - 2025 or should have Submitted Application for empanelment with Office of Comptroller & Auditor General of India for FY 2024 - 2025 as on date of submission of bid. Copy of Acknowledgement issued by Office of Comptroller & Auditor General of India for FY 2024 - 2025 for submission of empanelment request on CAG Web portal needs to be attached.
 - a.) The bidder should have experience of providing similar services to at least one central government - ministry/department/organization/institute/body or similarly placed organizations such as EPFO or ESIC for at least 3 years in the last 5 financial year(s). Contract/work order or Experience Certificate need to be mandatorily attached.
3. Chartered Accountant overseeing the entire work should have experience of more than 10 years and should be either proprietor/partner/employee of the CA Firm as per ICAI Firm Constitution Certificate as on date of submission of bid. He/she will be required to personally visit Employees Provident Fund Organization, Regional Office, Bhopal onsite at least once every week for supervision of work done by deputed employee as well as disposal of other issues as mentioned in Scope of Work.
4. Sub- letting of work to any other CA firm/person is not allowed under any circumstances.
5. Bidder needs to quote all-inclusive price and no extra amount viz GST, Labour cess, fooding, clothing, accommodation, local conveyance, parking fees etc will be paid other than the amount quoted in bid.
6. Bidding CA Firm and or its proprietor/partner/CA Employee should not have been debarred from practice or subject to any disciplinary action at any time by the Institute of Chartered Accountants of India. A self-declaration to this effect on the letter head of the firm is required to be submitted.
7. Bidding CA Firm- Proprietor/Partner/CA Employee should not be blood relative of any employee of Regional Office, Bhopal.
8. Bidder has to apply through GeM Portal only, bid received through any other mode other than GeM Portal will not be considered.
9. Any change that will be made in the bid document by competent authority after issue of bid will be intimated in the form of corrigendum for incorporating the same in the bid document.
10. Bidder may visit our office between 10.00 AM to 5.00 PM on any working day except Saturday, Sunday and public holiday to get clarification on providing Accounting Services.
11. The Office reserves the right to suitably increase/reduce the scope of the work put to this Bid.

Duly signed and stamped copy of acceptance of Additional Terms and Conditions and Scope of Work needs to be mandatorily attached.