बिड संख्या/Bid Number: GEM/2026/B/8172407
दिनांक /Dated: 16-10-2026

## बिड दस्तावेज़ / Bid Document

| बिड विवरण/Bid Details | |
|---|---|
| बिड बंद होने की तारीख/समय /Bid End Date/Time | 16-11-2026 09:00:00 |
| बिड खुलने की तारीख/समय /Bid Opening Date/Time | 17-11-2026 09:00:00 |
| 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 | Export Inspection Agency - Kochi |
| शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal | HOD Email id :jd-kochi@eicindia.gov.in<br>Buyer Email id: eia-kochi1@eicindia.gov.in |
| वस्तु श्रेणी /Item Category | Manpower Hiring for Financial Services - Onsite; Chartered Accountant , Manpower Hiring for Financial Services - Onsite; Accounts Clerk , Manpower Hiring for Financial Services - Onsite; Articles Clerk |
| अनुबंध अवधि /Contract Period | 3 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) | 15 Lakh (s) |
| उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service | 5 Year (s) |
| 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),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC)<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| 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 | 1 |
| दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended | 10 |
| 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 |
| 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(%) | 0.05 |

| | |
|---|---|
| ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months). | 38 |

(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 :**

DEPUTY DIRECTOR
Export Inspection Agency - Kochi, Department of Commerce, Export Inspection Council of India (EIC), Ministry of Commerce and Industry, 27/1767 A, SHIPYARD QUARTERS ROAD, PANAMPILLY NAGAR (SOUTH), KOCHI 682036 (Deputy Director Incharge)

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.

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

FINANCIAL BID FOR TENDER DOCUMENT 01 OF 2026 - 1792148352.xlsx

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

**The Bidder must have successfully executed at least XX projects of any value in past 3 years of providing similar services to Central/State Government, PSUs or any other government organizations:**MINIMUM 3 PROJECTS

**The Bidder must have successfully executed at least YY projects of any value in past 3 years of**

**providing similar services for at least ZZ different clients(Central/State Government, PSUs or any other government):**MINIMUM 3 PROJECTS

**Service provider must have a dedicated team of required manpower of XX for the project:**CHARTERED ACCOUNTANT - ONE
QUALIFIED ARTICLES CLERK - ONE
ACCOUNTS CLERK (GRADUATE/POST GRADUATION) -THREE

**Scope of Work:**1792149891.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 |
|---|---|---|---|
| Have registered office or Head Office OR Branch Office in Kerala State | 5 | 2.5 | View File |
| Bid properly understood and signed on each page by authorized person | 5 | 2.5 | View File |
| Marks Allocation for CA firm | 10 | 5 | View File |
| No. of Staff of CA firm on roll, as on the date of publication of this Tender Document | 5 | 2.5 | View File |
| No. of years of Experience of the CA Firm providing the similar services | 10 | 5 | View File |
| Marks Allocation for having 3 years of professional experience in providing the service | 15 | 7.5 | View File |
| No of Staff deployed at the Clients work-place or site, in the preceeding 3 Years | 10 | 5 | View File |
| An average of Rs.15 lakhs turnover in the preceding three years. | 10 | 5 | View File |
| FINANCIAL BID | 30 | 15 | View File |

**Buyer Defined Total Qualifying Marks for Technical Qualification:** 50

**QCBS Weightage(Technical:Financial):**70:30

**Pre Bid Detail(s)**

| मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time | प्री-बिड स्थान/Pre-Bid Venue |
|---|---|
| 26-10-2026 11:00:00 | GOOGLE MEET LINK: https://meet.google.com/dyx-rhvs-gxt |

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

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| **कोर / Core** | |
| Deployment Location | Onsite |
| Type of Professional/Resources required | Chartered Accountant |
| Certifications of Professional/Resources required | Indian Accounting Standards (Ind AS) |
| Qualification of Professional/Resources required | CA |
| Total Experience of Professionals / Resources (In years) | 8 - 10 Years |
| **एडऑन /Addon(s)** | |

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

| | |
|---|---|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |

**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 | संसाधनों की मात्रा / Number of manpower deployed | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|
| 1 | Srinivas Tangirala | 682036,27/1767 A, Shipyard Quarters Road, Panampilly Nagar (South) KOCHI GSTIN: 32AAAGE0054K1ZW | 1 | • Number of Months : 36 |

## Manpower Hiring For Financial Services - Onsite; Accounts Clerk ( 3 )

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| **कोर / Core** | |
| Deployment Location | Onsite |
| Type of Professional/Resources required | Accounts Clerk |
| Certifications of Professional/Resources required | Indian Accounting Standards (Ind AS) |
| Qualification of Professional/Resources required | Graduate / Post-Graduate in finance |
| Total Experience of Professionals / Resources (In years) | 3 - 5 Years |
| **एडऑन /Addon(s)** | |

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

| | |
|---|---|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |

**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 | संसाधनों की मात्रा / Number of manpower deployed | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|
| 1 | Srinivas Tangirala | 682036,27/1767 A, Shipyard Quarters Road, Panampilly Nagar (South) KOCHI GSTIN: 32AAAGE0054K1ZW | 3 | • Number of Months : 36 |

## Manpower Hiring For Financial Services - Onsite; Articles Clerk ( 1 )

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| **कोर / Core** | |
| Deployment Location | Onsite |
| Type of Professional/Resources required | Articles Clerk |
| Certifications of Professional/Resources required | Indian Accounting Standards (Ind AS) |
| Qualification of Professional/Resources required | Passed CA Intermediate |
| Total Experience of Professionals / Resources (In years) | 3 - 5 Years |
| **एडऑन /Addon(s)** | |

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

| | |
|---|---|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | No |

**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 | संसाधनों की मात्रा / Number of manpower deployed | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|
| 1 | Srinivas Tangirala | 682036,27/1767 A, Shipyard Quarters Road, Panampilly Nagar (South) KOCHI GSTIN: 32AAAGE0054K1ZW | 1 | • Number of Months : 36 |

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

1. **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.

2. **Generic**

   **Consortium:** In case of Contracts, wherein the seller alone does not have necessary expertise, the seller can form consortium with other sellers for submission of the bid, with one of the consortium company as leader. However, each and every member of the consortium shall be equally responsible for the complete execution of the project contract. An undertaking to this effect is to be uploaded with bid.

3. **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.

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. **Payment**

   **PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

6. **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.

7. **Forms of EMD and PBG**

   Bidders can also submit the EMD with Account Payee Demand Draft in favour of

   EXPORT INSPECTION AGENCY-KOCHI
   payable at
   KOCHI
   .

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

8. **Forms of EMD and PBG**

   Bidders can also submit the EMD with Banker’s Cheque in favour of

   EXPORT INSPECTION AGENCY-KOCHI
   payable at
   KOCHI
   .
   Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

9. **Forms of EMD and PBG**

   Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

   EXPORT INSPECTION AGENCY-KOCHI
   Account No.
   10396713200
   IFSC Code
   SBIN0003539
   Bank Name
   STATE BANK OF INDIA
   Branch address
   GROUND FLOOR, DURBAR SQUARE, JOS JUNCTION, METRO PILLAR 725, M G ROAD, ERNAKULAM, 682016
   .
   Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

10. **Buyer Added Bid Specific ATC**

    Buyer uploaded ATC document Click here to view the file.

11. **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.

12. **Forms of EMD and PBG**

    Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

    EXPORT INSPECTION AGENCY-KOCHI
    Account No.
    10396713200
    IFSC Code
    SBIN0003539
    Bank Name
    STATE BANK OF INDIA
    Branch address
    GROUND FLOOR, DURBAR SQUARE, JOS JUNCTION, METRO PILLAR 725, M G ROAD, ERNAKULAM, 682016

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

13. **Forms of EMD and PBG**

    Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

    EXPORT INSPECTION AGENCY-KOCHI
    payable at
    KOCHI
    . After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

## 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---**

No: EIAKOC-12016/30/2025-ACCTS-HO-KOC Date: 16.10.2026

**TENDER FOR ENGAGING CHARTERED ACCOUNTANT FIRM FOR PROVIDING COMPREHENSIVE ACCOUNTING SERVICES TO EXPORT INSPECTION AGENCY-KOCHI FOR A PERIOD OF 3 YEARS COMMENCING FROM 2026-27, INITIALLY AND EXTENDABLE FOR TWO MORE YEARS.**

**Tender No. 01/2026 - 27**

This Tender Document Contains 65 Pages

**Details of Contact person in Export Inspection Agency-Kochi regarding this tender:**

The Joint Director/The Deputy Director (Incharge),
Export Inspection Agency-Kochi
(Ministry of Commerce and Industry, Government of India)
27/1767 A, Shipyard Quarters Road, Panampilly Nagar (South), KOCHI – 682 036
E-mail: eia-kochi1@eicindia.gov.in
Phone: 0484 – 2316945/46/49

**Deputy Director Incharge,**
**EIA-Kochi**

**EXPORT INSPECTION AGENCY - KOCHI**
(Ministry of Commerce & Industry, Govt. of India)
27/1767 A, Shipyard Quarters Road, Panampilly Nagar (South), Kochi – 682 036

**TENDER NOTICE NO: - 01/2026**

**TENDER FOR ENGAGING CHARTERED ACCOUNTANT FIRM FOR PROVIDING COMPREHENSIVE ACCOUNTING SERVICES TO EXPORT INSPECTION AGENCY-KOCHI FOR A PERIOD OF 3 YEARS COMMENCING FROM 2026-27 INITIALLY AND EXTENDABLE FOR TWO MORE YEARS.**

Export Inspection Agency –Kochi (EIA-Kochi HO in short) invites tender through GeM from qualified and Registered Chartered Accountant Firms for providing Comprehensive Accounting Services viz., Book-Keeping, Accountancy and Taxation Services on CONTRACT BASIS, for a period of THREE YEARs at EIA-Kochi Head Office, initially for a period of one year, subject to and based on the satisfactory services rendered by the successfully qualified C A firms, extendable for two more years.

Requirement/Eligibility Criteria/Terms & Conditions of the contract is mentioned in the Section I to V of the tender document and the same is uploaded on the GeM portal, under the Head "Buyer Added Bid Specific ATC". Service Providers are advised to read carefully the tender document and related Corrigendum, if any, (uploaded on GeM portal from time to time) and check their eligibility before participating in the bid.

The details of the Tender are as under:

| | |
|---|---|
| Tender | **TENDER FOR ENGAGING CHARTERED ACCOUNTANT FIRM FOR PROVIDING COMPREHENSIVE ACCOUNTING SERVICES TO EXPORT INSPECTION AGENCY-KOCHI FOR A PERIOD OF 3 YEARS COMMENCING FROM 2026-27 INITIALLY AND EXTENDABLE FOR TWO MORE YEARS.** |
| Purpose | **Providing comprehensive Services to Export Inspection Agency-Kochi, related to Book-Keeping, Maintenance of Receipts and Payments, Income and Expenditure Account, Trial Balance, Accountancy, Taxation and Finalisation of Annual Accounts on Financial Yearly basis for three years commencing from 2026-27 onwards on Financial Yearly basis. 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, as and when required** |
| Team size | Qualified Chartered Accountant ---1(Minimum ONE)<br>Articles Clerk ---1 (Minimum ONE)<br>Accounts Clerk/Assistant ---3 (THREE) |
| Qualification | **Chartered Accountant:** Pass in Chartered Accountant Final Examination and Registered with ICAI (Membership Certificate to be attached) |

| | |
|---|---|
| | **Articles Clerk** : A Pass in CA Intermediate examination (both groups), posses working experience on TALLY ERP 9 and MS-Office<br>**Accounts Clerk/Assistant** : A qualified Graduate/Post Graduate in Commerce |
| Experience | The prospective CA Firm should posses atleast 10 years of Professional Experience in providing comprehensive support in the areas of **Book-Keeping, Maintenance of Receipts and Payments, Income and Expenditure Account, Trial Balance, Accountancy, Taxation and Finalisation of Annual Accounts**, for its clients (Government/Quasi Government/PSU/Private, in the same/following order)<br>Should posses experience in<br>(a) Experience in finalization of Annual Accounts, as per C&AG format, applicable to Central Autonomous Bodies<br>(b) drafting suitable replies to the queries raised by the Internal Auditor(s), C&AG Audit & GST auditor.<br>(c) Drafting suitable replies to the observations raised by CGST/SGST and Income Tax authorities, respectively<br>(d) Drafting suitable communications to Central/State/PSU and other autonomous bodies. |
| Date of publication of Bid | 16.10.2026 |
| Date of Pre-bid Meeting | 26.10.2026 at 15.00 AM<br>https://meet.google.com/dyx-rhvs-gxt |
| Date & Time of Closing of Tender | 16.11.2026 |
| Date & Time of Opening of Tender (Technical) | 17.11.2026 |
| Earnest Money Deposit (EMD) to be sent by Post before last date and time of online submission | **Pease refer to the instructions contained at Section II ITBCC Clause 19 of this Tender Document** |
| Performance Security Deposit /Security Deposit | **Pease refer to the instructions contained at Section II ITBCC Clause 36 of this Tender Document** |
| Method of Selection | **Quality and Cost Based Selection (QCBS)** |

IMPORTANT INFORMATION

1. Tender notice can be downloaded from EIC website http://eicindia.gov.in/ and the tender notice with tender document from the GeM www.gem.gov.in. Service Providers shall enroll/register in GeM through the website www.gem.gov.in for participating in the bidding process. Bid received only through GeM portal www.gem.gov.in will be considered. Bids received in any other form will be rejected.
2. EIA-Kochi will not be responsible for any delay in enrollment/registration as Service Provider or submitting/uploading in the GeM portal. Service Providers are advised to register in the GeM for uploading the quotations well in advance
3. The interested Service Providers should upload their bids along with duly signed scanned copies of all the relevant certificates, documents, Form 1 to 6 and Annexure- A of the tender document etc. in support of their technical & financial bids on the GeM portal. The technical bids will be opened online as per tender timeline.
4. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through GeM & EIC website only and no press notification will be issued in this regard. Service Providers are therefore advised to regularly visit EIC website and GeM for updates.
5. If the date of opening of tender happens to be a holiday, the tender will be opened on the next working day. No Physical form of Tender documents will be entertained.
6. Export Inspection Agency -Kochi reserves the right to accept or reject any or all the bids without assigning any reason at any stage.

Sd/-

Place: Kochi
Date:16.10.2026

Deputy Director Incharge
EIA-Kochi

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## SECTION I: BACKGROUND

### A. GENERAL

1. Abbreviations and Definitions Used

1.1 The following abbreviations have been used in this document.

| | | |
|---|---|---|
| BDS | : | Bid Data Sheet |
| BG | : | Background |
| EIA | : | Export Inspection Agency |
| EIA - Kochi HO | : | Export Inspection Agency Kochi Head Office |
| EIC | : | Export inspection Council |
| ITBCC | : | Instructions to Service Providers including Conditions of Contract |
| TEC | : | Technical Evaluation Committee |

1.2 The following terms shall be interpreted as indicated below.

i. "Contract" means the Contract Agreement entered into between the Export Inspection Agency – Kochi HO (EIA-Kochi 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.

**ii. 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.**

iii. "Contract Documents" means the documents specified in ITBCC Clause 35.

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

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

vi. "Tender Documents" refers to the collection of documents issued by the Export Inspection Agency-Kochi HO (EIA-Kochi 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-Kochi HO and the Service Provider.

vii. "Client" means Export Inspection Agency-Kochi Head Office (EIA-Kochi HO, in short), as specified in the BDS (Point No. 1).

viii. Joint Director & Incharge refers to Joint Director & Incharge and Head of the Agency

ix. Deputy Director Incharge refers to the Deputy Director Incharge of the Agency.

x. Deputy Director (Non-Tech.,) refers to the Deputy Director Incharge of Accounts and Administration.

**xi.** 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.

**xii.** "Service Provider" means the "Company/firm/Sole Person who wish to **Provide Comprehensive Accounting Services to Export Inspection Agency-Kochi, related to Book-Keeping, Maintenance of Receipts and Payments, Income and Expenditure Account, Trial Balance, Accountancy, Taxation and Finalisation of Annual Accounts on Financial Yearly basis for three years commencing from 2026-27 onwards on Financial Yearly basis, as per the terms and conditions of the contract and stipulated in this Tender Document and submit Technical and Financial Bids and wish to participate in the Tender/Bid.**

xiii. "Service" means for "to **Provide comprehensive Services to Export Inspection Agency-Kochi, in the areas related to Book-Keeping, Maintenance of Receipts and Payments, Income and Expenditure Account, Trial Balance, Accountancy, Taxation and Finalisation of Annual Accounts on Financial Yearly basis for three years commencing from 2026-27 onwards** ", under the Contract.

xiv. "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.

xv. "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.

xvi. "Day" means calendar day of the Gregorian calendar.

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

xviii. "Month" means thirty days in a calendar month

xix. "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:

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

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

c. 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;

d. 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;

e. 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;

2. **Organizational Background: Background and Activities and Services**:

i. Export Inspection Agency (EIA) is a statutory organization established by the by the Ministry of Commerce and Industry, Government of India under Section (7) of the Export (Inspection & Quality Control) Act, 1963 (22 of 1963). EIAs are operating under the technical and administrative control of the Export Inspection Council (EIC), and it provides quality control, pre – shipment inspection and laboratory testing services to the export trade through its regional head offices located at Kochi, Chennai, Delhi and Kolkata and their sub offices. Its activities are supported by well-equipped analytical laboratories. EIA-Kochi, under the administrative and technical control of Export Inspection Council, renders services in the areas of Certification of Quality of Export Commodities through Installation of Quality Assurance Systems (In Process Quality Control and Self Certification) in the exporting units as well as consignment wise inspections.

ii. Export Inspection Agency-Kochi Head Office (EIA-Kochi HO in short) situated at 27/1767A, Shipyard Quarters Road, Panampilly Nagar (South), Kochi –682036, has a Laboratory, which is

NABL accredited and conduct testing on various parameters, at the request of the Exporter or Importing Nation or as per the International/Government of India standards and also has its sub-office located at Kollam (Keralam State), Bengaluru and Mangalore (Karnataka state).

iii. Certification of quality of food items for export through installation of Food Safety Management System in the Food Processing Units.

iv. Issues of Certification of Origin to Exporters under various Preferential Tariff schemes for export products.

v. Providing Laboratory Testing for the Food Samples under Notified Food Commodities for Pre-Exports, FSSAI Import Samples and domestic samples to ensure quality and safety.

**3. Aims and Objectives of the exercise :**

3.1 In view of the activities mentioned above EIA-Kochi HO intends to invite sealed tenders under "TWO BID SYSTEM" for selection of an expert agency for the purpose of "**Availing comprehensive Services related to Book-Keeping, Maintenance of Receipts and Payments, Income and Expenditure Account, Trial Balance, Accountancy, Taxation and Finalisation of Annual Accounts on Financial Yearly basis for three years commencing from 2026-27 onwards**", for the purpose of Maintenance and Finalisation 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.

3.2 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, as and when required.

**3.3** In this process, EIA-Kochi 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).**

## SECTION II: INSTRUCTIONS TO SERVICE PROVIDERS INCLUDING CONDITIONS OF CONTRACT (ITBCC)

### 1. Scope of Bid

1.1 Export Inspection Agency-Kochi Head Office (EIA-Kochi HO, in short) (referred to as "the Client" in this Tender Document) invites bids for selection of an expert agency for the purpose of **Availing comprehensive Services related to Book-Keeping, Maintenance of Receipts and Payments, Income and Expenditure Account, Trial Balance, Accountancy, Taxation and Finalisation of Annual Accounts on Financial Yearly basis for three years commencing from 2026-27 onwards**".

1.2 **Preference will be given to the service providers who have their registered Head Office OR Branch Office in KERALA STATE**.

1.3 Also, please refer to Section III for Eligibility Criteria and other conditions.

1.4 Export Inspection Agency-Kochi Head Office (EIA-Kochi HO in short) situated at 27/1767A, Shipyard Quarters Road, Panampilly Nagar (South), Kochi –682036,

### 2. Fraud and Corruption

2.1 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:

(i) "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

(ii) "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;

2.2 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.

### 3. Cost of Bidding

3.1 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.

3.2 The Tender Document containing BACKGROUND, INSTRUCTIONS TO SERVICE PROVIDERS, 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; BID DATA SHEET FORMS can be downloaded duly logging into, on GeM portal.

### 4. Tender Document

4.1 The Tender Document is in two bid that is:

a. Part A- Technical Bid.
b. Part B- Financial Bid.

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

1. The Technical bid (Part A) should contain the following details as given below:
   a. Brief profile of the Company/ Agency
   b. Copy Certificate of Incorporation/Partnership deed

c. Copy of PAN & GST
d. Audited balance sheet for the preceeding 3 financial years
**e. GeM Work orders to show that the contract value are of Rs 15 Lakhs Per Annum, during the year(s).**
f. Work orders to show that the contract value are of Rs 15 Lakhs Per Annum, during the year(s) issued by other than Government Organisation/Government Public Sector Enterprises
g. Contract copies to show 3 years' experience along with Clients certification/work completion certification/Performance Certificate issued by the respective Client.
**h. Satisfactory performance certificate from minimum 3 Government/PSU/Autonomous during the preceding three years.**

**2. 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 (in figures); GRAND TOTAL (in words), PER YEAR.**

**3. The financial bid shall contain the following :**

(a) gross/total amount payable to the deputed staff i.e., Qualified Articles Clerk and Accounts Clerks deputed at EIA-Kochi Office Premises, which shall include their salary, daily expenses of their staff, transportation, Breakfast/Lunch/Dinner, Hotel charges and any other incidental charges) per month and Per Year
(b) Professional Charges of the CA firm
(c) Applicable GST ( ___%)
(d) Grand Total in Figures and Words
(e) Office Seal, Stamp and Signature of the Prospective Bidder
(f) Financial bid shall be submitted on letter head of the firm with duly stamped & signed by the Managing Partner/ Proprietor of the Firm/Authorised representative of the Bidder.

**4.** The daily expenses viz., transportation, Breakfast/Lunch/Dinner, Hotel charges and any other incidental charges of the staff deputed in the client places, be it Head Office at Kochi and/or at Sub-Offices at Kollam, Bengaluru and Mangalore, are to be borne by the Prospective Bidder. **The Client shall not make reimbursement towards any of the above, separately.**

4.3 **Prices quoted must be firm and shall be in Indian Currency (INR).**

(a) All the prices and GST, any taxes & duties etc. should be mentioned clearly in the financial quote in the prescribed format. The Prices must be stated under each head separately.
(b) No modification/deviation in the prescribed format of Financial Quote is allowed.
(c) DUTIES & TAXES/GSTIN: If any Duties and Taxes viz., GST, etc., as applicable. are to be paid extra the same may be specifically stated. In the absence of any such stipulation in the tender it will be presumed that the prices quoted by the Service Provider is inclusive of all such charges and no liability for such payments will develop upon the Client. Forms C/D will not be provided. The Service Provider should provide TIN, GSTIN, PAN of the firm along with the CST/WCT No. allotted by the concerned authorities in their quotations.
(d) The rates quoted shall be valid for a period of 60 (SIXTY) days from the date of opening of the Financial Offer/tender.

**5. Contents of Tender Document**

5.1 The contents of the Tender Document are listed below and shall be read in conjunction with any addenda issued in accordance with these documents:

| | |
|---|---|
| Section I | BACKGROUND |
| Section II | INSTRUCTIONS TO SERVICE PROVIDERS INCLUDING CONDITIONS OF CONTRACT. (ITBCC, in short) |
| Section III | SCOPE OF WORK, MAN-POWER REQUIREMENT, EDUCATIONAL QUALIFICATION, DUTIES AND RESPONSIBILITIES OF SERVICE PROVIDER AND STAFF DEPLOYED BY THE SERVICE PROVIDER, TERMS AND CONDITIONS OF THE CONTRACT |
| Section IV | BID DATA SHEET |
| Section V | FORMS |

6. Service Providers are expected to examine all instructions, forms, terms, specifications, and other information in the Tender Document. Failure to furnish all information required by the Tender Document or to submit a bid not substantially responsive to all aspects of Tender Document shall be at the Service Provider's own risk and may result in the rejection of bid.

7. Contract Period: 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, subject to completion of the scope of work satisfactorily.

7.1 The contract is extendable further for a period for TWO more years subject to satisfactory performance, on the same terms and conditions and Quoted Price, subject to the services provided are found satisfactory, during the first year of the contract.

8. The **agreement** between Export Inspection Agency-Kochi Head Office and the **Service Provider** does not confer right for continuation or extension of the contract on any account for indefinite time.

**8.1 Further, there will be no employer-employee relationship between Export Inspection Agency – Kochi and the manpower deployed by the Service Provider for performing the work, shall carry on the business or occupation as independent Service Provider.**

9. The manpower provided by the Service Provider shall have no claim for employment in the Export Inspection Agency- Kochi by virtue of their being employees of the Service Provider, as a part of the contract agreement.

10. The staff deployed by the Service Provider shall not have any right to claim any Benefit/ Compensation/ Absorption/ Regularization of service from this office under the Provisions of Industrial Dispute Act, 1974 or Contract Labour (Regulation & Abolition) Act 1970. An undertaking to that effect should be submitted to this office, by the Service provider.

**11. Export Inspection Agency -Kochi, however, reserves the right to add/modify/alter/ any other action, as deemed fit in the Scope of Work during the contract period, as per the directions of the administrative ministry and Apex Body i.e., Export Inspection Council, or C&AG, etc., if any.**

**12. Clarifications on Tender Document**

12.1 The Client will respond to any written request for clarification or modification of the Tender Document that are received up to seven (7) days prior to the deadline for submission of bids prescribed by the Client. The prospective Service Provider shall raise/seek clarification through GeM Portal. The Client will respond in writing to such requests for clarification or modification of the Tender Document not later than three (3) days prior to the deadline for submission of bids.

12.2 In case of any clarification required relating to this tender, the prospective Service Providers may visit this office during office hours between 10.00AM and 05.30 PM on any working day. The clarifications can be sought from the following officers of EIA-Kochi: Deputy Director (Non-Tech.,) at the Client's address indicated in the BDS (Point No. 2) **OR**
can be contacted through Phone Number(s) 0484-2316945; 946; 949 **OR**
through E-mail Id: **e i a – k o c h i 1 @ e i c i n d i a . g o v . i n**, at their convenience.

12.3 For this purpose, the prospective Service Provider who seeks clarification of the Tender Document shall attend this office OR notice, notify the Client in writing

12.4 Written copies of the Client's response including the explanation of the query raised by the Service Providers will be sent to all Service Providers that have purchased the Tender Document. Further, it will be assumed that the Service Provider has considered such clarifications / explanations while submitting the bid.

12.5 Clarification on the Scope of Work: The Service Provider may visit and seek for more information/clarification in regards to the services intended to be provided before submitting their written request subject line mentioned as **TENDER FOR ENGAGING CHARTERED ACCOUNTANT FIRM FOR PROVIDING COMPREHENSIVE ACCOUNTING SERVICES TO EXPORT INSPECTION AGENCY-KOCHI FOR A PERIOD OF 3 YEARS COMMENCING FROM 2026-27 -** Clarifications.

12.6 For the purpose of clarifications, **a pre-bid meeting will be held on 26.10.2026 at 15.00 hrs**. Prospective Service Providers who wish to seek clarification are advised to participate through Video call link : https://meet.google.com/dyx-rhvs-gxt.

**13. Amendment of Tender Document**

13.1 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).

13.2 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.

**14. Language of Bid:**

14.1 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.

14.2 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.

15. **Documents Comprising the Bid**

15.1 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:

a 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 Form 1-Bid Securing Declaration; Form-2 – Bid Form, Form 3 – Profile of the Service Provider; Form-4 – Service Provider's Declaration; Form – 5 - Particulars of Authorization; Form – 6 –Checklist; Form – 7 -- Performance Security/Bank Guarantee to be issued by the Bank and the same to be submitted by the successful Service Provider.

b Documents establishing conformity of providing the Accounting Services in accordance with ITBCC clause 18;

c Bid security/Performance Security/Bank Guarantee furnished in accordance with ITBCC clause 19;

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

e EIA-Kochi 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). Please refer to ITBCC No.29, about Evaluation of Bids, for more information,

f Accordingly, Interested firms may submit their Technical and Financial quotation through GeM portal, as per check list read with the written material contained in the Tender Document also.

g Any other information, which the Service Provider wishes to provide.

**Note: Bids NOT meeting either of the above-mentioned minimum criteria for eligibility, such bids will be rejected summarily. Bids would be summarily rejected if documents mentioned in the check list is not provided with technical bid. Bids containing partial/incomplete information will also be rejected. No Correspondence in this regards, will be made with the Service Providers**

16 **Bid Prices**

16.1 Price quoted by the Service Provider shall be firm during the validity of the bid.

17 **Bid Currency**

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

18 **Conformity of the Tender Document**

18.1 Pursuant to ITBCC clause 14, the Service Provider shall furnish, as part of its bid, documents establishing the conformity of the Service that the Service Provider proposes to provide under the Contract to the requirements of the Client, as given in Section III of the Tender Document.

18.2 The documentary evidence of conformity of the Service to the Tender Document may be in the form of written descriptions/ literature/ diagrams / certifications, as per the specifications including:

a. Technical details of the providing Service;

b. A guarantee / undertaking from the Service Provider/Service Provider to the effect that they agreed to

(i) Have read and understood the details contained in tender document clearly and also confirm that scope of work, duties and responsibilities, terms and conditions, detailed therein have

been understood clearly and with no doubts.

(ii) The rates quoted in the Financial Bid is final and no upward revision shall be made/requested for. EIA-Kochi shall not entertain any increase in rates, during the contract period. The contract period will commence within five days from the awarding of the contract.

(iii) Abide by the Labour Laws, Social Statutory obligations, Payment of Duties and Taxes, State/Central Government Orders issued from time to time during the period of the contract.

(iv) Abide by all other terms and conditions mentioned in the Tender Document.

**19 Bid Security**

19.1 In terms of Para 17, Service Providers are advised to furnish Bid Security for an amount of Rs.50000.00, 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.

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

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

(iii) Service Providers areto 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.

(iv) 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 Organisation or the concerned Ministry or Department **are exempted** from submission of Earnest Money Deposit.

19.2 The Bid Security shall be forfeited, in case, if the successful Service Provider:

a. withdraws its bid after award of work contract, as per condition at 18.1 above, except as provided under ITBCC Clause 26.3 or

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, in accordance with ITBCC Clause 21.3.

d. fails to sign the Contract in accordance with ITBCC Clause 33.4; or

e. fails to furnish performance security in accordance with ITBCC Clause 36.

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

20 **Period of Validity of Bids**

20.1 Bids shall remain valid for a period of 60 (SIXTY) days beyond the date of closing of the tender the period specified in the BDS Point No.4).

21 **Format and Signing of Bid:**

21.1 The tender document may be downloaded from the GeM portal, neatly written in indelible ink and shall be signed by the Service Provider or a person or persons duly authorized to bind the Service Provider to the Contract;

21.2 All pages of the bid shall be numbered and except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

21.3 The bid shall contain no interlineations, erasures, or overwriting, except to correct errors made by the Service Provider, in which case the person or persons signing the bid shall initial such corrections.

22 **Uploading of Bids**

22.1 The Service Provider is advised to paginate all the enclosures/supporting documents and upload the technical bid and financial bid through GeM portal.

**23 Mode of Submission of Bids and Deadline for Submission of Bids**

23.1 Technical and Financial Bids must be uploaded by the Service Provider as per the timelines specified in the Bid Data Sheet not later than the closing time and date stated in the BDS (Point No.5).

23.2 In case this closing date happens to be a declared holiday for the office of the Client, Bids shall be received up to the time on the next working day.

23.3 The Client may, at its discretion, extend this deadline for submission of bids in which case all rights of the Client and all obligations of the Service Providers will thereafter be subject to the deadline as extended.

23.4 The Service Provider shall ensure that the bid submitted through Post/Courier shall not be accepted.

23.5 Bids received by mail/Cable / Facsimile or Fax /conditional Bids will be rejected. The bids shall exactly be according to the prescribed formats. Modifications/Rewording of formats shall not be acceptable.

23.6 Tender/Bids received in this office without following the terms and conditions mentioned in the Tender Document shall be summarily rejected.

**24 The last date for submission of Technical and Financial Bids on GeM portal is 16.11.2026.**

24.1 In the event of the above date being declared as holiday, the last date of submission /opening of the bid shall be on the next working day.

25 **Late Bids**

25.1 Any bid received by the Client received after the specified date and time due to any reasons, will not be considered prescribed in the BDS (Point No.5) for ITBCC Clause 22.

25.2 Late receipts of bids/tenders after the due date and time, for any reason, shall not be entertained.

26 **Withdrawal of Bids**

26.1 No Bid may be modified subsequent to the deadline for submission of Bids.

26.2 Withdrawal of a bid during this interval shall be dealt in pursuance to the condition mentioned at ITBCC Clause 18, accordingly.

26.3 No bid canbe withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period specified in ITBCC Clause 19.

**27 Opening of Bids by the Client:**

**27.1** The tender will be a two bid system, Technical and Financial. The Technical bid will be opened **on 16.11.2026.** 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-Kochi 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.**

**28 Preliminary Examination of Bids**

28.1 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.

28.2 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.

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

(i) withdraws its bid after award of work contract to the successful Service Provider, as mentioned under ITBCC Clause 19 and 33

**OR**

(ii) fails to accept the Client's corrections of arithmetic errors (if any) in the Service Provider's bid, in accordance with ITBCC Clause 28.2.

28.4 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.

28.5 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.

28.6 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. The Client's determination of bid responsiveness will be based on the contents of the bid itself and any written clarifications submitted by the Service Provider in accordance with ITBCC Clause 25.

29 **Evaluation of Responsive Bids**

**29.1.** The Client will evaluate the bids that have been determined to be substantially responsive, pursuant to ITBCC Clause 27 and in the following manner:

**29.2. EVALUATION CRITERIA OF BIDS**

**(a) Determination of responsiveness**

Prior to the financial evaluation of bids, EIA-Kochi 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 EIC. The financial/commercial offers will be opened only in respect of the Service Providers who qualify the technical bid requirements.

**29.3. TENDER EVALUATION (TECHNICAL & FINANCIAL EVALUATION).**

**(b) Tender Evaluation Committee, (TEC in short)**

i. The TEC constituted by the EIA-Kochi 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

**29.4. 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 60 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 | Score |
|---|---|---|
| 1. | **Pre-qualification criteria of Bids and its Consideration of Responsiveness**<br>This first review helps determine whether the proposals are free of significant omissions or deviations from the terms and conditions of the tender document and/or other key requirements. Proposals without earnest money (bid security)/declaration, unsigned and incomplete (i.e. when the required bid formats have not been submitted), not responding fully and properly and those with lesser validity than that prescribed in the bid document will be summarily rejected as being non-responsive, before taking up the appraisal of the technical proposal for evaluation of quality. A proposal shall be considered unsuitable and shall be rejected at this stage if it fails to | Accepted/ Rejected<br><br>Reasons for Rejections : |

| | | |
|---|---|---|
| | comply with important aspects as described in the bid document. A technical proposal containing any material financial information shall also be rejected.<br>Please refer to the Tender Document, for more information | |
| 2 | Have registered office/Head Office OR Branch Office in Kerala State.<br>**If yes,** please furnish the address of firm with proof by providing the copy of the latest Lease Agreement made by the firm/latest Property Tax Pay-Receipt **in the name of the firm**/Postal Address as confirmed by Postal Authorities and also provide the URL link generated through Google Map to confirm the location. **The bidder shall ensure that the proof of address shall be in the name of the CA Firm, only**. | **5 Marks** |
| 3 | Bid properly understood and signed on each page by authorized person, duly stamped and office seal & Meeting the Requirements of the Client addressed in the bid and complied with the Tender Document, duly filled Form 1, Form 2, Form 3 Form 4, Form 5 and Form 6 | **5 Marks** |
| 4 | • Marks Allocation for CA firm who have Only ONE Qualified FCA/ACA 5 marks Please provide proof of employment in case ACA<br>• Marks Allocation for CA firm who have More than ONE Qualified FCA and more than ONE ACA 10 marks. **Please provide proof of employment, issued by ICAI authorities** | **10 Marks** |
| 5 | **No. of Staff of CA firm on roll, as on the date of publication of this Tender Document**<br>• 1--3 Accounts Clerks + 1 Article Clerk --------- 2 Marks<br>• 4—6 Accounts Clerks + 2-4 Article Clerks -------4 Marks<br>• More than 6 Accounts Clerks + More than 5 Article Clerks -------5 Marks<br>**Please provide proof of employment, issued by ICAI authorities /relevant documents such as latest copy of the monthly attendance register, to ascertain the facts** | **5 Marks** |
| 6 | No. of years of Experience of the CA Firm providing the similar services as indicated in this Tender Document, prior to the date of this Tender Notice<br>• Below 5 years -------- 5 marks<br>• Below 10 years --------7.5 marks<br>• Above 10 years -------- 10 marks | **10 Marks** |
| 7 | Marks Allocation for having 3 years of professional experience in providing the service exclusively to Central Government/State Government/Central Autonomous Bodies/Central or State PSUs in the areas related to Book-Keeping, Maintenance of Receipts and Payments, Income and Expenditure Account, Trial Balance, Accountancy, Taxation and Finalisation of Annual Accounts , for the preceeding three years 2025-26, 2024-25, 2023-24 & 2022-23 (each year FIVE MARKS, MAXIMUM 15 MARKS. Work orders and Work Completion Certificates to be attached | **15 Marks** |
| 8 | No. of Staff deployed at the Client's work-place/site, in the preceeding 3 Years<br>• < 3 Accounts Clerks + > 1 Article Clerk + 1 CA --------- 5 Marks<br>• > 3 Accounts Clerks + > 1 Article Clerk + > 1 C A -------10 Marks.<br>**Please attach proof of deployment** | **10 Marks** |

| | | |
|---|---|---|
| 9 | An average of Rs.15 lakhs turnover (attach audited Financial Statement) in the preceding three years.<br>• Average turnover of 3 years (Y 1+Y2+Y3)/3 = 15 Lakhs (subject to average of 15 lakhs for the past 03 years) 5 marks<br>• Average turnover of 3 years (Y1+Y2+Y3)/3 ranging 15 Lakhs and above and below 30 Lakhs 7.5 marks<br>• Average turnover of 3 years (Y1+Y2+Y3)/3 ranging 30 Lakhs and above 10 marks | **10 Marks** |

FINANCIAL BID

| Sl No | Description | Marks |
|---|---|---|
| 1 | Financial Bid | 30 |

a) To qualify the Technical Bid Evaluation, the Service Provider must confirm to all the requirements stated in the Tender documents.
b) Technical Score of 50 marks or above will be declared as technically qualified as per the evaluation criterion specified above.
c) Financial bids of only those Service Providers will be opened who are technically qualified.

**29.5. Evaluation of Financial Bids:**

In the second stage, the financial evaluation will be carried out as per this clause.

a) EIA-Kochi 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).
b) The financial evaluation of the proposal will be by determining whether the Financial Proposals are complete, qualified and unconditional.
c) The Financial bid will exclude all taxes like GST, etc. in the format given in GeM
d) 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 at a later stage shall not be entertained by 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 Service Provider.
e) Any conditionality included in the financial bid will lead to disqualification of the entire bid.
f) For financial evaluation, the total cost (excluding taxes) shall be considered.
g) EIA-Kochi will determine whether the Financial Proposals are complete, qualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost for **"to provide comprehensive services related Book-Keeping, Maintenance of Receipts and Payments, Income and Expenditure Account, Trial Balance, Accountancy, Taxation and Finalisation of Annual Accounts"** as per the Scope of Work detailed in the Section III of the Tender Document.
h) Omission, if any, in costing at a later stage shall not be entertained by 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 Service Provider.

**29.6. Criteria for Evaluation of Financial bid:**

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

- 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 Service Provider. Fm = Lowest evaluated amount of financial quote by the Service Provider.

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

**29.7. Combined and final evaluation**

i. On financial evaluation, the shortlisted Service Providers will be given total score which will be determined as under: -
   a) 70% weight-age will be given to the Technical Score.
   b) 30% weight-age will be given to the Financial Score.
ii. 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 Service Providers.

**29.8. Method of Selection:**

In deciding the final selection of the Service Providers, the technical bid will be given a weightage of 70% on the basis of criteria for evaluation, while the financial bid will be allocated a weightage of 30%.

The price bids of only those Service Providers, 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.

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/Thigh, 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 Clow/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.

**29.9. Evaluation Criteria of Technical Bid**

a. The Technical Evaluation would be done for only those Service Providers, who comply with the pre- qualification criteria mentioned in – Minimum Eligibility Criteria/Pre-Qualification Criteria.
b. Quality and Cost based Selection (QCBS) – 70:30 (Technical: Commercial).
**c. Only those bids which have a minimum technical score of 60 marks of total marks as in table above shall be considered qualified. However, the Client reserves the right to lower the minimum required marks.**
d. The score of the Service Providers will be given by the Technical Evaluation Committee constituted by Client organization. The Client will provide marks and submit in the GeM system.
e. The Service Provider has to submit the clarifications / additional particulars through GeM portal within the time limit mentioned in the tender document. The Service Provider's offer will be disqualified, if the clarifications / additional particulars sought are not submitted within the specified date and time.

**29.10. Evaluation of financial/commercial bids (As per Commercial Bid Template)**

a. Commercial bids submitted by only those Service Providers, who have qualified in Technical evaluation, shall be eligible for further evaluation.
b. Only those Service Providers that have achieved at least minimum qualifying score (50 marks in this case) will be treated as qualified and only their financial proposals will be opened.
c. The commercial Bids of the technically qualified Service Providers shall then be opened on the notified date and time as on the GeM Portal.

d. Commercial Bids that are not as per the provided format shall be liable for rejection.
e. In the case of a tie between two or more Service Providers (i.e. equal commercial quote), the Service Provider with higher score under technical evaluation shall be ranked first in order.
f. If Service Provider quotes NIL charges, the bid shall be treated as unresponsive and shall not be considered for evaluation.

**29.11. 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.

a. 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.

30 **Clarification of Bids**

30.1. During the bid evaluation, the Client may, at its discretion, ask the Service Provider for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted.

31 **Contacting the Client**

**31.1** From the time of bid opening to the time of Contract award, if any Service Provider wishes to contact the Client on any matter related to the bid, it shall be done so in writing.

**31.2** If a Service Provider tries to directly influence the Client or otherwise interfere in the bid evaluation process and the Contract award decision, its bid shall be rejected.

**32 Client's Right to Accept / Reject / Modify Bids**

32.1. 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.

32.2. 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.

**33 Award of Work Order**

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

33.2. The Work Order will constitute the foundation of the Contract.

33.3. The contract period will commence within five days from the awarding of the contract.

33.4. Upon the successful Service Provider's furnishing of the copy of the Work Order duly signed on each page and the performance security pursuant to ITBCC Clause 34, for engaging the Service Provider, contract period commences and not later than 5 days from awarding of the work order.

34 **Award Criteria**

34.1. Pursuant to ITBCC Clauses 27 to 31, the Client will award the Work to the Service Provider whose bid has been determined under Quality and Cost based System (QCBS).

**35 Contract Agreement**

35.1. Not more than fifteen (15) days following receipt of the Work Order, the successful Service Provider shall sign and date its copy on each page and return it to the Client, along with the Performance Security, pursuant to ITBCC Clause 33.

35.2. Copy of Work Order duly signed and dated by the successful Service Provider on each page shall constitute the Contract Agreement. The contract period will commence within five days from the awarding of the work order.

36 **Performance Security**

**36.1. 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, subject to completion of Accounts Audit and Transactional Audit to be carried out by C&AG office.**

36.2. In view of the point at 35.1 above, the service provider shall furnish the performance security in the amount specified in the BDS (Point No.7), within fifteen (15) days following the receipt of notification of award from the Client.

36.3. The Performance security will remain valid for a period of 45 months from the date of signing the contract.

36.4. The security shall be in one of the following forms:

a. A performance bank guarantee (in the format as provided in Form 3 of the bidding documents) issued by an Indian Scheduled bank acceptable to the Client in favour of Export Inspection Agency – Kochi as the case may be.

(OR)

**b. A Demand Draft / Bankers Cheque drawn in favour of Export Inspection Agency** – Kochi **as the case may be.**

36.5. The security shall automatically become null and void once all the obligations of the Service Provider under the Contract have been fulfilled, including, but not limited to, any obligations due to the conditions mentioned under the ITBCC clause No.45 during the Contract period and any extensions to the period. The security shall be returned to the Service Provider after fulfillments of terms & conditions and other obligations, if any to be attended to by the Service Provider.

36.6. Failure of the successful Service Provider to comply with the requirements of Terms and Conditions of the contract, shall constitute sufficient grounds for the annulment of the award and forfeiture of the Performance Security/Bank Guarantee, in which event the Client may make the award to the next lowest evaluated bid submitted by a qualified Service Provider or call for new bids.

37 **Contract Documents**

37.1. Subject to Clause ITBCC 34 all documents forming part of the Contract (and all parts of these documents) are intended to be correlative, complementary, and mutually explanatory. The Contract shall be read.

37.2. The order of precedence of the Contract documents will be as follows:

a. Contract Agreement
b. Service Provider's Bid
c. Tender Document

**38 Amendment to Contract**

38.1. No amendment or other variation of the Contract shall be effective unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party to the Contract.

39 **Service Provider's Responsibilities**

39.1. Unless otherwise expressly limited in the ITBCC or in the Tender Document on the whole & Scope of Work detailed in the Section III of Tender Document, the Service Provider obligations involves and includes

- Duties and Responsibilities to be performed by their staff,
- Duties and Responsibilities to be performed by the Service Provider,
- To look after the safety and security of the Office premises
- Maintenance of Discipline, Dress Code and
- Maintenance of Records & Registers and other relevant and related registers/books for verification to be conducted by the authorized personnel of both the parties.

39.2. The Service Provider shall, unless specifically excluded in the Contract, perform all such work and / or services and materials not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for as if such work and / or Materials were expressly mentioned in the Contract.

39.3. The Service Provider shall comply with all laws in force in India. The laws will include all national, provincial, municipal, or other laws besides Labour Laws, social statutes that affect the performance of the Contract and are binding upon the Service Provider. The Service Provider shall indemnify and hold harmless the Client from and against any and all liabilities, damages, claims, fines, penalties, and expenses of whatever nature arising or resulting from the violation of such laws by the Service Provider.

40 **Time for Commencement of Service**

40.1. The Service Provider shall commence to provide the service soon after receiving the Award of Contract and complying with the conditions mentioned at ITBCC Clause No 33 to 37 above, immediately.

41 **Terms of Payment**

41.1. The payments shall be released by the Client in the Indian Currency, through crossed account payee cheque or through bank transfer only.

**41.2. Payment shall be made on monthly basis.**

41.3. The bill shall be accompanied with supportive documents viz., such as acquaintance roll of the deputed staff, compulsorily together with Accounts monthly report of the Financial Year.

41.4. Invoices shall be generated and sent to Export Inspection Agency – Kochi for processing payment, along with the request. Please quote the GSTIN of EIA-Kochi is **3 2 A A A G E 0 0 5 4 G 1 Z W**, in the Invoice.

41.5. Accounts Section shall verify the bill along with its enclosures and then process for payment, if found in order.

41.6. Payment shall be made after verification of the claim, after fulfillment of terms and conditions mentioned in the Section III of the Tender Document.

42 TDS, GST and other statutory deductions shall be made as applicable.

43 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.

**43.1. NO ADVANCE PAYMENT shall be made during the currency of contract period**

44 **Taxes and Duties**

44.1. As per extant Rules in vogue and unless specifically mentioned in the Bid and provided in the Contract, the Service Provider shall bear and pay all taxes (GSTIN), duties, levies, and charges assessed on the Service Provider by State/National government authorities, in connection with the Goods and Services supplied under the Contract.

45 **Penalties**

45.1. Time is the essence of the contract. The Service Provider guarantees that it shall provide un-interrupted services as per the Contract.

45.2. If the Service provider fails to provide the service as per the ITBCC clauses OR fails to adhere to the Scope of work OR fails to perform Duties and responsibilities, during the contract period, an amount equal to 1% of the contract price (excluding Taxes) shall be levied per week. rate specified in the BDS (Point No. 8) as a percentage of the Contract Price.

45.3. 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.

46 **Defect Liability**

46.1. 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-Kochi Head Office Premises.

46.2. If during the Contract Period any defect, as described in ITBCC Clause 46.1, should be found in the Service, 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.

**47 Intellectual Property Rights Warranty and Indemnity**

47.1. The Service Provider hereby represents and warrants that the service rendered, records, documents, certificates, Manuals and other documents provided to the Client are in accordance with the Contract does not and will not infringe any Intellectual Property Rights held by any third party.

47.2. The Service Provider shall indemnify and hold harmless the Client from and against any and all losses, liabilities, and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability), that the Client may suffer as a result of any infringement or alleged infringement of any Intellectual Property Rights in accordance with ITBCC Clause 46.1.

47.3. "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:

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

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

(c) 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;

(d) 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;

(e) Lock-down

(f) earthquake, landslide, volcanic activity, fire, flood or inundation, tidal wave, Tsunami, Typhoon or Cyclone, Hurricane, Storm, Lightning, or other inclement weather condition, Nuclear and Pressure waves, or other natural or physical disaster

**48 Effect of Force Majeure**

48.1. If the Service Provider is prevented, hindered, or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall be notified the Client in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fifteen (15) days after the occurrence of such event.

48.2. The Service Provider, when affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect of the event of Force Majeure upon its performance of the Contract and to fulfill its obligations under the Contract, but without prejudice to Client's right to terminate the Contract under ITBCC Clause 45, 46 & 47.

48.3. Delay or non-performance by the Service Provider caused before/by the occurrence of any event of Force Majeure shall:

48.4. Constitute a default or breach of the Contract, (subject to ITBCC Clauses 45.3 and 46 above) give rise to any claim for damages or additional cost or expense occasioned by the delay or non-performance;

48.5. If, and to the extent that, such delay or non-performance is caused before/by the occurrence of an event of Force Majeure.

48.6. If the performance of the Contract is substantially prevented, hindered, or delayed for a single period of more than thirty (30) days or an aggregate period of more than sixty (60) days on account of one or more events of Force Majeure, the Client shall have the right to terminate the Contract by giving a notice to the Service Provider.

49 **Extension of Time Limits for providing Un-Interrupted Service**

49.1. The Service Provider shall commence to provide un-interrupted Services after award of the contract by the client. The time limit shall be extended if the Service is delayed or impeded in the performance of any of its obligations under the Contract by reason of any of the following

(a) Any occurrence of Force Majeure as provided in ITBCC Clause 47.3 (Force Majeure);

(b) Any other matter specifically mentioned in the Contract;

49.2. By such period as shall be fair and reasonable in all the circumstances and as shall fairly reflect the delay or impediment sustained by the Service Provider.

50 **Assignment**

50.1. The Service Provider shall not, without the express prior written consent of the Client, assign to any third party the Contract or any part thereof, or any right, benefit, obligation, or interest therein or there under, except that the Service Provider shall be entitled to assign either absolutely or by way of charge any monies due and payable to it or that may become due and payable to it under the Contract.

51 **Termination of Contract:**

51.1. On termination of the agreement the Service Provider will hand over all the equipment's/articles/data (Soft & Hard copies) as supplied by the EIA-KOCHI HO in good & working condition back to EIA-KOCHI HO.

51.2. The contract can be terminated by either side at any time after mutually giving a notice of ONE MONTH.

51.3. The contract may be terminated at any time if the services are not of required standard and quality according to the satisfaction of Export Inspection Agency- Kochi or if the Service Provider commit a breach of any of the terms & conditions of this Agreement.

51.4. In the event of any breach or deviation from any of the terms & conditions specified herein, the Performance Security/Bank Guarantee of the Service Provider will be forfeited. The decision of the Joint Director & I/c, OR Deputy Director Incharge of Export Inspection Agency- Kochi regarding the standard and quality of the work shall be final and binding on the Service Provider.

51.5. If assigned number of people remains absent for more than two consecutive days and no suitable replacement is provided by the Service Provider, then the Joint Director & I/c, OR Deputy Director Incharge, Export Inspection Agency- Kochi can terminate the contract.

51.6. Notwithstanding anything contained in this tender, the Joint Director & I/c, OR Deputy Director Incharge, EIA-Kochi (HO) shall have the right to terminate the contract at any time by giving thirty days written notice of termination to the Service Provider without assigning any reason.

52 **INDEMNITY CLAUSE:**

52.1. The Service Provider agrees to protect, defend, indemnify & hold the Export Inspection Agency-Kochi HO harmless from and against all claims, demands & causes of action, liabilities, expenses, costs, liens, Rights in Rem, & judgments of every kind and character without limit which may rise in favour of the Service Provider's employees, agents, subordinates or their employees on account of bodily injury or death or damage or damage to personal property as a result of the operation contemplated hereby, regardless of whether the said claim(s), demands or cause(s) of action arise out of the negligence or otherwise in whole or in part, or other fault, including pre-existing conditions of the Export Inspection Agency- Kochi Head office, its employees, outsource working in Export Inspection Agency-Kochi, Head Office.

53 **Governing Law**

53.1. The Contract shall be governed by and interpreted in accordance with the laws of India.

54 **Negotiations OR Settlement of Disputes**

54.1. Normally, there would be no post for negotiations. If at all negotiations are warranted, it would be only under exceptional circumstances and the Client shall reserve the right to negotiate with the Service Provider whose "Financial Bid" has been ranked H1 by the committee based on the evaluation of the proposals.

Important Note: In case of any conflict between the uploaded Scope of Work/T&C evaluation criteria and the selected GeM filters/details, then the respective criteria/clauses of the uploaded Scope of Work/T&C and method of evaluation will supersede and considered as prevailing for final evaluation by Tender Evaluation Committee

54.2. Dispute, if any, arising out of the service contract shall be settled by mutual discussion between the parties within 30 days from the date of receipt of the notice of negotiation and amicable settlement by either party.

55 **Arbitration**

55.1. In all cases of disputes emanating from and in reference to this agreement contract and all Questions, dispute for difference of any kind what so ever arising out of or relating to this Agreement contract the matter/dispute shall be referred to the arbitration person ,nominated by the Joint Director & I/c, OR Deputy Director InchargeExport Inspection Agency – Kochi to , actas sole arbitrator.

55.2. The arbitrator shall be under the arbitrator and conciliation act of 1996 and the rules there under. The arbitrator may, from time to time, with the consent of the parties, enlarge the time for making and publishing the award. No person other than the above or his nominee can act as arbitrator. The venue of arbitrator shall be at Kochi or the place decided by the arbitrator. The award of the arbitrator shall be final and binding on both the parties.

## SECTION III: ELIGIBILITY CRITERIA, SCOPE OF WORK, MANPOWER REQUIREMENT, EDUCATIONAL QUALIFICATION, DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER & TERMS AND CONDITIONS OF THE CONTRACT

**NOTE:**

The Service Provider/the Prospective Bidder is requested to go through the following terms and conditions before submitting their tender documents:

**1. Eligibility Criteria:**

1.1 The Prospective Service Provider/CA firm should be a ICAI registered practicing Chartered Accountant for at least preceding 5 years.

1.2 The Service Provider should have their registered offices or Branch Offices, in Kerala, state, mandatorily.

1.3 Since the maintenance of Accounts are supposed to be as per ICAI Accounting Standards and acceptable by the Internal and External Audit and also is a time-bound activity and also binding on EIA-Kochi to constantly follow-ups with the Audit authorities, for the purpose of system improvement and compliance of Audit observations and hence in this regards, preference will be given to the service providers who have their **registered office or branch office at KOCHI CITY ONLY.**

1.4 The average turnover of the preceding 3 years i.e., 2022-23, 2023-24, 2024-25 & 2025-26 (if audited) respectively, should be Rs.15.00 Lakhs or more, supported by audited financial statements/CA certificate.

1.5 Partnerships / Sole Proprietorship, should have had provided services for at least preceding three consecutive years and have receipts (turnover). Copies of Turnover duly certified by the Chartered Accountants, Experience certificates should be enclosed.

1.6 The Service Provider should have at least THREE years' experience of **Providing Services related to Book-Keeping, Maintenance of Receipts and Payments, Income and Expenditure Account, Trial Balance, Accountancy, Taxation and Finalisation of Annual Accounts on Financial Yearly basis.** in any State/Central Government Offices/Autonomous Bodies or similar large Industrial/Commercial establishments.

1.7 The Service Providers carrying out the obligations of the above services **assigned under Sub-Contract/Sub-Company etc., are not eligible to participate in this tender.**

1.8 Joint ventures will not be permitted to participate in this tender.

1.9 The Service Provider should not have been blacklisted by any Government organization or Public Sector undertaking at any time.

1.10 The firm should have minimum 3 years experience in providing comprehensive Accounting Services accounting, GST, TDS, Professional Tax, MIS, reconciliation, vouching and other related financial services for Government departments, Government organizations, PSUs, autonomous bodies or reputed organizations.

1.11 **The firm should have provided comprehensive Services to Central/State/Central or State Autonomous Bodies/CPSEs related to Book-Keeping, Maintenance of Receipts and Payments, Income and Expenditure Account, Trial Balance, Accountancy, Taxation and Finalisation of Annual Accounts on Financial Yearly basis.**

1.12 The bidder shall have adequate professional and accounting manpower to execute the assignment

1.13 The bidder should have atleast 3 Accounts Clerks and 1 Qualified Articles Clerk Professionals available for deployment.

**1.14 The bidder and its partners/proprietors should not have been blacklisted/debarred by any Central/State Government Department, PSU, statutory body or Government organization. A declaration to that effect should be submitted by the Prospective Bidder/Service Provider/**

1.15 The firm should possess valid PAN, GST registration and other registrations applicable to the services. If the Prospective Bidder does not posses the GST registration, then the Bidder has to submit the exemption certificate, accordingly.

1.16 Conflict of interest: the bidder shall disclose any existing assignment that may create an actual or potential conflict of interest.

**1.17 Desirable eligibility conditions: The Service Provider/CA firm if registered with C&AG , is/are advised to mention the C&AG empanelment Number and its validity,.**

**2. SCOPE OF WORK : The activities related to the scope of work detailed in this section of this tender document shall be carried out at respective places, viz., Kochi Head office at Kochi, Sub-Office : Kollam, (Kerala State), Sub-Office : Bangalore and Mangalore (Karnataka State)**

**Day-to-Day Works and Book-Keeping**

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

**Bank Reconciliation and Reconciliation Work**

- Bank reconciliation of all bank accounts maintained by EIA-Kochi, on daily basis.
- 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.

**DUTIES AND TAXES :**

**TAX DEDUCTION AT SOURCE :**

- Determination of TDS applicability and rates on payments made by EIA-Kochi.
- 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.

**GOODS AND SERVICE TAXES:**

- Calculation of TDS, GST, filing of Income Tax returns, GST Returns 1, 2A, 2B, 3B, 7C, 9 and other connected works related to Duties and Taxes.
- 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-Kochi.
- Extension of support to GST Auditors

**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.

**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-Kochi.
- Preparation of management reports and other financial statements required by EIA-Kochi/EIC.
- The monthly MIS shall ordinarily be submitted **before 15th** of the succeeding month or by such date as prescribed by EIA-Kochi.

**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.

**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

**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-Kochi.
- Review of statutory filings before submission, wherever feasible
- Maintenance of records, registers, files, data (soft and hard copy), systematically under respective Heads.
- To record, organize and track all financial transactions of the Agency organization, using TALLY ERP 9.
- To analyse the transaction and make suitable entries in TALLY ERP 9, by way of passing Journal entries, Contra entries, Receipts and Payments entries, etc.from the data received from the following areas: (a) Receipts (b) Payments (c) Income (d) Expenses (e) Contra Entries.
- Grants received from Government of India, Income on Investment, Deposit, Endowment Funds, Own Funds/Other Investments
- Interest received on Bank deposits, Loans and Advances
- Receipts under disposal of old/obsolete items, RTI, prior year income, Miscelleneous Income etc.,
- Any Other Receipts received during the year,
- Then Passing Receipt entries in the Current Asset Ledgers,
- Identify, segregrate, group the expenses as per Accounting Standards.
- Identify the Administrative and Establishment Expenses
- Record the expenses under respective Payment head and process for payment.

**INCOME:**

- Verify, identify, segregrate the income as per respective Service Group. Verification of all heads of revenue along with all the supporting Documents
- Maintain Income details month-wise, Section/Sub-office wise (hard-copy)
- Based on the data provided by the divisions at Head Office and 3 sub-offices, Post entries in the respective ledgers using TALLY Software
- To sum-up and make out Management Information on the Income (month-wise)
- Verify, identify, segregrate the miscellaneous income and categorise them under separate heads.
- Pass entries in the Books of Accounts, duly segrating the present and previous year income
- Verify, identify, segregrate the income as per respective Expense Group
- Maintain Expense details month-wise, Section/Sub-office wise (hard-copy)
- To sum-up and make out Management Information on the Expense (month-wise)
- Post entries in the respective ledgers using TALLY Software
- Verify, identify, segregrate the miscellaneous Expense and categorise them under separate heads.
- Pass entries in the Books of Accounts, duly segregating the Pre-paid, Present and Prior period expenses

- (a) **Investments:** Periodic physical verification of investment and deposits; (b) To ensure that the booking of income on investments and deposits as per the terms of Investment made
- Guest House: (a) To check the level of utilization i.e. occupation of rooms by guests ; (b) Receipt of revenue
- To make suggestions for system improvement and strengthen Internal Control System

**Payroll activity : Establishment Expenses**

- (a) Leave records; (b) Payment of all types of advances to the employees; (c) Review of sub ledgers and recovery of advances; (d) LTC records; (e) Pay fixation; (f) Training & development; (g) other Establishment matters
- Preparation of monthly Salary sheet of regular employees of EIA-Kochi
- Record Income and deductions, calculation of Employer and Employee contributions towards NPS, as per prescribed percentage.
- Disbursement of salary on the last working day of the month.
- Calculation of Income Tax employee wise for deduction through regular monthly salary.
- Monthly remittances to the respective authorities/government bodies, as per prescribed timelines.
- Monthly Maintenance and updation of salary register.
- Record the Establishment Expenses and Passing Payment entries in the Ledgers.

**To Verify whether**

- Salaries, wages and other deductions are authorized and recorded on a timely basis and payroll deductions are determined in accordance with legal requirements and are paid to Government and other specified parties as per specified timelines;
- All authorized employee benefit plans and related costs are appropriately controlled and administered. (c) PAO claims are properly administered.
- Remittances to EIC, to other EIAs, Provident Fund Account, GIS, CGEIS Accounts, NPS Accounts, as per timelines.
- To make suggestions for system improvement and strengthen Internal Control System

**Administrative Expenditure:**

- All expenses other than expenses covered under the head Establishment Expenses.
- Posting of entries in the Books of Accounts timely.
- Processing of Payments to the suppliers/service providers/unsuccessful bidders etc.,, issuance of SBI multi-city cheques accordingly
- Conducting Bank Reconciliation on daily basis
- Making correspondence with Bank, in ascertaining the amounts which
- Recognising the amount as Income and passing necessary entries in the books of accounts
- Verification of Bills submitted for payment, confirm of certifications made by the section/sub-office concerned, then process for Payments after due approvals.
- Bank Reconciliations on daily basis - ICICI Transactions Reconciliations – SBI transaction reconciliations etc.,
- Checking of running account bills with respect to quantity and quality of work, certification of work, adjustment of advances, application of penalty clause etc. as per the terms of contract, after obtaining due approvals
- Party Bills related to suppliers/service providers, shall be verified as per the terms and conditions of the Purchase Orders, its quantity/quality of the Purchased items, necessary certifications made/endorsed on the bill by the Indentor/Purchaser and after obtaining due approvals.
- Administrative Expenses, Capital Work in Progress payments.
- Calculate Depreciation and post entries in the TALLY.

- Passing Payment entries in the Ledgers.
- (c ) Purchase of consumables; (d) Purchase and use of assets (e) Repairs and maintenance of assts.
- **Compliance to DPE guidelines :** To go through and ensure that Ministry of Finance, Department of Expenditure and GFR 2017 guidelines are followed scrupously and complied with accordingly and point out any variation /deviation.
- To make suggestions for system improvement and strengthen Internal Control System

**Preparation of Annual Budget, Monthly Budget requirements :**

- To make out Annual Budget as per GFR 2017 guidelines
- Preparation of Annual Budget based on the Income and Expenditure of the previous year.
- Projection of Income and Expenditure on the basis of preceeding year incurrence.
- Compilation of data related to projected Income, Recurring and Non-Recurring Expenditure, received from all the divisions at HO and Sub-offices.
- Grouping of proposed capital Expenditure, evaluation of Capital Expenditure of the preceeding years. Carry forward the un-utilised approved budget amount to the current year.
- Closely monitor the approvals accorded in the Council Meetings and maintain the data/Information and records for reconciliation and compliances.
- Prepare Receipts and Payment on Monthly basis and to prepare the projected Funds requirement for the month.
- To collect the data related to recurring and non-recurring expenditure on monthly basis from HO and SOs.
- To maintain the Head-wise cumulative figure of Funds received from EIC, compare the same with the budget projected under the related Head.
- To prepare the Monthly Funds requirement, sheet and put up for approvals.
- To make suggestions for system improvement and strengthen Internal Control System

**Contract Management:**

- To follow the GFR 2017 guidelines on Contract Management and its application on the following: Procurement (pre award and execution) :
- Contracts of value up to Rs.5 lakhs
- Contracts of value between Rs.5 lakhs to Rs.10 lakhs
- Contracts of value above Rs. 10 lakhs
- Management of Contracts
- Verification of contract/PO awarded on nomination basis and single tender basis valuing Rs.1.0 lakh and above.
- Ensure that the guidelines as per procurement manual are duly complied with
- It will also include checking of performance bond/guarantee for validity and safe custody, insurance and risk management procedure.
- To obtain Legal Advice, if required
- To make suggestions for system improvement and strengthen Internal Control System

**Procurement of Goods and Services :**

- To follow the GFR 2017 guidelines on Procurement of Goods and Services and its application on the following:
- Purchase of Goods & Services through Quotation, Single Tender, Limited Tender, Two Bid System and other modes, as prescribed in GFR 2017.
- Preparation of Tender Document,
- Evaluation of the Quotations, making out comparision statement and finalization of the same and issuance of Purchase Order

- Purchases through GeM
- Purchases under Rate Contract through GeM
- Purchases through Outside the GeM

**Procurement of Services :**

- Preparation of Tender Document (Quotation, Single Tender, Limited Tender, Two Bid System and other modes, as prescribed in GFR 2017)
- Selection of Consulting / Non-Consulting Services under Quality and Cost Based Selection (QCBS), LCS through GeM and its finalization as per GFR 2017 and Tender Document terms and Conditions
- Evaluation of the Quotations, making out comparision statement and finalization of the same and issuance of Purchase Order.
- To obtain Legal Advice, if required
- To make suggestions for system improvement and strengthen Internal Control System

**Inventory Management:**

- To follow the GFR 2017 guidelines on Inventory Management and its application on the following:
- To record Receipts of Goods and Material from the suppliers and issuance to the end-user and further course of action involved in its recoupment.
- Physical verification of Goods and Material.
- Periodical Physical verification of Consumables, identifying their fast/slow consumptions, generation of report for re-filling, recouping activities.
- Periodical Physical verification of Assets, making out report raising the concerns related to lost, etc
- Reporting the variances as per physical verification and as per books of account
- Calculate depreciation and maintain the Asset wise Accounts
- Propose to disposal of old/obsolete items, through MSTC
- Calculate losses due to depreciation or other-wise
- Check whether proper records are maintained including FixedAssets Register and Depreciation is properly calculated and accounted for in accordance with the applicable Accounting policies.
- Maintenance of Asset and Consumable Registers as per GFR 2017 Form 22 and 23 at EIA-Kochi HO and its Sub-Offices and its inspections, periodically.
- To make suggestions for system improvement and strengthen Internal Control System

**Imprest Accounts / Party / Service Providers' bills :**

- Checking of running account bills with respect to quantity and quality of work, certification of work, adjustment of advances, application of penalty clause etc. as per the terms of contract, after obtaining due approvals
- Party Bills related to suppliers/service providers, shall be verified as per the terms and conditions of the Purchase Orders, its quantity/quality of the Purchased items, necessary certifications made/endorsed on the bill by the Indentor/Purchaser and after obtaining due approvals.

**Creation of Provisions:**

- To ensure that all the known liabilities have been provided after duly authorization including retirement benefits and claims in respect of employees.
- To ensure actuarial valuation as per applicable accounting standards.

**Tracking of Receivables and Payables:**

- Periodical age-wise/ party wise analysis of all payables in respect to creditors- Domestics, Imports Capital Projects-EMD, SecurityDeposit etc.

**Internal Financial Control:**

- Perform a diagnostic review of existing internal financial control system from the management's perspective and to identify deficiencies, if any. Provide recommendations to mitigate such deficiencies.
- Identifying significant accounts and mapping with business processes and sub-processes for identification of financial reporting risks (materiality, quantitative & qualitative judgment), Recommend on documentation guidelines and Advice on updating the IFC Framework.
- Provide recommendations on ways that EIA-Kochi may address to control and strengthen Internal Control.
- Review of risk and control matrices including documentation of controls i.e., entity level controls, pervasive IT controls and process level controls.
- Any other activities/studies/reports if necessary, in connection with development of Internal Financial Control Framework not covered above.

**Statutory Compliances:**

- To ensure compliance of all the applicable statutes and laws governing the organization that all the taxes and statutory dues
- are deposited in time and the required reports and returns have been filed periodically on time.
- The Accounting Services are to be provided in accordance with Generally Accepted Accounting Principles (GAAP) and Indian Accounting Standards (IAS) and audit will ensure that the accounts are maintained as per prescribed formats, correctly and that rules, regulations and orders / directions issued by the Competent Authorities from time to time.
- Ensuring the provisions to be made in line with the prevailing guidelines of C&AG, ICAI etc.
- Ensure the compliances of audit observations related to presentation of Annual Accounts which are accepted by the management for compliance.
- Ensure the preparation of annual accounts of EIC & EIAs in the prescribed format issued by the C&AG Office for Autonomous Bodies.
- Finalization of Books of Accounts of Export Inspection Agency-Kochi for the financial year 2026-27.
- Adjustment of advance given in respect to work orders and their adjustment with work done and adjustment of advances (CPWD).
- Report on the inter unit reconciliation to be done monthly.
- Other areas which EIA-Kochi Management may consider necessary in the course of working of the Sub-Offices.
- Recommendations on Any other Accounts related / Internal Control Related / System Improvement related and/or allied works, as per Accounting Standards.
- Make out Trial Balance
- Identify the negative ledgers and its figures in the Trial Balance – Give reasons for the same.
- Make out Financial Statements as per C&AG prescribed format applicable to Autonomous Bodies.
- To pass necessary adjustment entries, after obtaining approvals of the appropriate authority.
- To comply with the observations of the Internal Audit Report, C&AG reports and as per EIC's instructions/observations etc., received from time to time. Any other work(s) that is included in the scope of work during the contract period.

**Note:** The firm undertaking the above scope of works has to exercise their discretion and apply their mind & rely on their judgment so as to ensure that all essential and significant areas of checking have beencovered by them and no important area of checking has been left out.

The above Scope of Work is for general understanding. However, EIA-Kochi reserve the right to include/enhance the scope of work, as per the organizational, C&AG Audit and as per Administrative Ministry's requirement.

- In order to augment the Internal Control System, there may be some additions, enhancement or Inclusion of works/assignments OR certain need-based changes to the scope of work may be made during the contract period, that may demand at any time during the contract period as per organisation's requirement,. No additional amount will be considered for payment, in the case of enhanced works. However, the rates quoted by the Service Provider based on this scope of work shall remain unchanged during the period of contract.
- **The prospective bidder shall also note that the Scope of Work shall be enlarged AND/OR revised based on the recommendations of C&AG, Internal Auditor or by EIC OR Recommendations made by the Successful Bidder if found agreeable and acceptable by the C&AG.**

**3. MAN-POWER REQUIREMENT:**

The prospective bidder shall provide qualified Man-power to this office as per the requirement, detailed below.

**a. Chartered Accountant :** Pass in Chartered Accountant Final Examination and Registered with ICAI (Membership Certificate to be attached)

**b. Articles Clerk :** A Pass in CA Intermediate examination (both groups), posses working experience on TALLY ERP 9 and MS-Office

**c. Accounts Clerk/Assistant** : A qualified Graduate/Post Graduate in Commerce

| Name of the place to carry out the Activities as prescribed in the Tender Document. | Minimum man day requirement | | |
|---|---|---|---|
| | **Partners** | **Qualified Assistants/ Articles Clerk** | **Accounts Clerks** |
| **The works shall be carried out at EIA-Kochi Head Office and its Sub-Offices at Kollam, (Kerala State), Sub-Office : Bangalore and Mangalore (Karnataka State)** | 1 per month | 1 per month | 3 per month at Head Office * |
| **No. of visits during the month** | 1 per month | Fortnightly visits (2 visits in a month | 30 days |

***The service provider shall arrange to deploy one each at 3 sub-offices on need base if required and approved by the Client.**

**NOTE :** The Service Provider in order to adhere to the timelines shall deploy more number of staff in consultation with the Joint Director & Incharge OR the Deputy Director Incharge, as per the need and on the discretion of EIA-Kochi Incharge.

(a) All the records, documents, Notes, Information, data sheets etc., pertaining to Head Office and its sub-offices shall be provided by the client. Officers and staff at Head Office and also Officers Incharge of sub-offices viz., Kollam, Bangalore and Mangalore shall also extend the support to the Service Provider, timely.

(b) For better monitoring of Accounting System, EIA-Kochi HO and its Sub-offices, shall maintain records of man power deployed by the Service Provider, for the purpose. A man day shall consist of minimum 8 hours each day and shortfall in working hours should be adjusted by making good the shortfall, by the Service Provider. However, there will not be any additional payment for the manpower deployed in excess of the minimum man days.

(c) The Service Provider shall submit periodical report (Fortnightly/Monthly/Quarterly/Half-yearly) pointing out irregularities and short comings.

(d) **Replacement of deployed personnel shall require prior intimation and the replacement shall have equal or better qualifications and experience.**

**4. QUALIFICATION CRITERIA:**

**4.1 Service Provider/firm should be citizen(s) of India and possess CA as minimum qualification and have minimum 5 years of practicing experience in the field.**

4.2 Registration certificate of the firm issued by the Institute of Chartered Accountants of India, Information related to year of establishment of Head Office & Branch Office(s), addresses, details of partners and their membership nos. etc. as indicated in the Certificate will be treated as conclusive and final information for evaluation of tenders.

4.3 Membership certificates of the qualified assistants issued by the Institute of Chartered Accountants of India.

4.4 Service Provider/Firm should have provided similar service during last 3 years of any organisation working on SAP ERP Platform.

4.5 Service Provider firm should not have suffered any financial loss during the last three years. A declaration to the effect, should be submitted on the firm's letter head

4.6 Audit firms should have their Head Office OR Branch Office at KERALA STATE compulsorily.

4.7 Copies of appointment letters for providing Man-power Service in organizations working on SAP/ERP Platform.

4.8 Copy of PAN Card.; Copy of GST Registration; A cancelled cheque of the Bank to which Fee payments will be made.

4.9 A copy of complete tender document duly signed and sealed as a token of acceptance of all terms and conditions.

4.10 The Bidder must have minimum three years' experience in providing manpower connected with scope of work in Central / State Government, Central / State PSEs, Autonomous Bodies. Proof for the same shall be provided with technical bid.

4.11 The Bidder must have an average annual turnover of Rs.15,00,000/- (Rs. Fifteen Lakhs) during the last three financial years ending 31st March 2026. Proof for the same shall be provided with technical bid.

4.12 The bidders should not have been indicted for any criminal, fraudulent or corruption activity and not have been blacklisted by any Central/State Govt. /Semi- Govt./PSU/Autonomous Body/Reputed Corporate Sector Firms. Undertaking may be submitted by Bidder. The prospective bidder shall give a declaration/undertaking on the firm's Letter Head stating that "I/We have not been indicted for any criminal, fraudulent or corruption activity and not have been blacklisted by any Central/State Govt. /Semi- Govt./PSU/Autonomous Body/Reputed Corporate Sector Firms and upload the same on the GeM Portal.

**5. DUTIES AND RESPONSIBILITIES OF SERVICE PROVIDER**

5.1 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 ONE YEAR initially and can be extended for two more years, subject to completion of Accounts Audit and Transactional Audit to be carried out by C&AG office.

5.2 The Service Provider shall provide comprehensive Accounting Services for the Financial Year 2026-27 and submit the periodical reports as per the timelines mentioned in Clause No.6 of this Section III.

**5.3** The Service Provider shall associate with EIA-Kochi, supports and submit the replies to the Audit observations, at the time Accounts Audit and Transactional Audits pertaining to the FY 2026-

27, whenever conducted by C&AG Audit team, at a later date.

**5.4** The contract is extendable further for a period for TWO years subject to satisfactory performance, on the same terms and conditions. The rates quoted by the Service Provider shall remain unchanged during the period of contract. Export Inspection Agency -Kochi, however, reserves the right to terminate the contract at any time without assigning any reason thereof by serving one month notice.

**5.5** In view of the ITBCC Clause No.36.1 under Section II above, the service provider shall furnish the performance security in the amount specified in the BDS (Point No.7), within fifteen (15) days following the receipt of notification of award from the Client.

**5.6** The Performance security will remain valid for a period of 38 months from the date of signing the contract.

**5.7** To review and evaluate internal control systems and procedures to determine reliability and integrity of information and documents.

**5.8** To ensure that EIA-Kochi maintains proper accounting records as required by law and follows prescribed accounting standards and practices and policies consistently.

**5.9** To assess adequacy of systems and procedures for procurement, obtaining sanction for disbursement and utilization of resources.

**5.10** To ensure compliance of statutory laws, rules and regulations.

**5.11** To review corporate Governance practices.

**5.12** Evaluation of performance management system with reference to yearly plan and budget.

**5.13** To assess the adequacy of the internal financial control systems, to detect fraud or irregularities and procedures adopted for safeguarding the interest of EIA-Kochi.

**5.14** Submit reports of every suspicious action, to the Head of Export Inspection Agency-HO or its designated officer/staff.

**5.15** The employed personnel have to adhere to the rules and regulations of Export Inspection Agency-Kochi and the Service Provider shall and has to indemnify for any loss caused to Export Inspection Agency-Kochi due to the employed personnel.

**5.16** The Service Provider has to ensure the availability of required number of above manpower under various categories on regular basis.

**5.17** Coordination and supervision of jobs shall be within the Service Provider's scope of work. The Administration section of EIA-Kochi shall maintain the attendance records for each manpower deployed and the Service Provider shall verify the same on monthly basis.

**5.18** The Service Provider shall strictly follow the guidelines of all the statutory laws viz., Contract Labour Regulation and Abolition Act, Factories Act, Industrial Dispute Act, Payment of Wages Act, Minimum Wages Act, Payment of Bonus Act, Payment of Gratuity Act, Workmen Compensation Act, Maternity Benefit Act etc., as applicable, amended from time to time.

**5.19** The Service Provider shall have to maintain all statutory registers as required under the Contract Labour Regulation and Abolition Act, Factories Act, Industrial Dispute Act, Payment of Wages Act, Minimum Wages Act, Payment of Bonus Act, Payment of Gratuity Act, Workmen Compensation Act, Maternity Benefit Act etc., and furnish the statutory returns to be submitted to the Statutory Bodies as required under relevant Acts and Rules.

**5.20** The Service Provider has to follow the provisions of EPF & ESI as per rules. EPF& ESI remittances for the workers engaged shall be done on a monthly basis. Records of wages, EPF, ESI etc. to be produced along with Monthly bills, if applicable

**5.21** The Service Provider shall abide by the legal provisions regarding health, welfare and safety of persons engaged by him/her as per relevant act and rules. The Service Provider shall also be responsible for the medical care of their personnel so engaged and EIA-Kochi is no way responsible for any reason whatsoever in this matter.

**5.22** The bidder must deploy adult and skilled manpower only. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and

police verification and other formalities. Employment of child manpower will lead to the termination of the contract.

**5.23** The bidder shall ensure that the outsource staff are well trained and possess hands-on experience working on computer environment. If need be and subsequently training is to be provided by the Successful bidder shall provide ON-SITE training to their manpower resources at their own cost, working at different locations of the Client, whenever necessary.

**5.24** The bidder shall submit the bio-data of the staff deployed in the EIA-Kochi Head Office, duly enclosing copies of their SSC, Degree, Post Graduate certificates, AADHAAR, Mobile Number, within 15 days from the date of receipt of the work order.

**5.25** The bidder shall submit invoice based on the attendance copy certified by designated official/staff of EIA-Kochi by every quarter ending.

**5.26** The bidder shall ensure that payment of monthly wages of the deployed staff at all location of EIA-Kochi on the 03rd working day of every month.

**5.27** The successful bidder shall abide by any other assignments that enrich the organization's internal controls, assigned by the Client.

**5.28** Any other works in addition to the above if required/directed by Joint Director & I/c, OR Deputy Director Incharge, shall be done without any extra charges in addition to the contract value.

**5.29** Suggestions for System Improvements.

**The Successful Bidder/Service Provider shall :**

1. Deploy qualified and experienced manpower as specified and ensure continuity of service.
2. Ensure that all assigned accounting and statutory compliance work is completed accurately and within prescribed timelines.
3. Ensure professional supervision and review by the CA/Partner.
4. Monitor all statutory due dates and maintain a compliance calendar.
5. Rectify errors/deficiencies attributable to the service provider without additional cost.
6. Maintain confidentiality of all financial, tax, employee, vendor and official information.
7. Maintain proper working papers, reconciliations and records for all work performed.
8. Provide suitable replacement personnel in case of absence/resignation of deployed staff.
9. Ensure compliance with applicable labour and statutory obligations in respect of its personnel.
10. Provide timely assistance during audits, inspections, notices and financial reviews relating to the scope of work.
11. Immediately bring material accounting discrepancies or statutory risks to the notice of EIA-Kochi.
12. Ensure that deployed personnel comply with office discipline, working hours, security instructions and applicable SOPs.
13. Not to remove original records or confidential documents from EIA-Kochi without written permission.
14. The Service Provider shall make written request to the Head of the Agency to collect the data/record (**Hard OR Soft OR Both**) for workings, if required.
15. The deployed staff shall not copy, store the data in pendrive, pass the data through email, write the data on CD or take photos or scan the data or share the data or any other mode or misuse the data/information/records in any form, the deployed staff will be repartriated to the Service Provider's office, immediately and the Service provider shall replace the staff on priority basis.
16. The deployed staff are to be strictly instructed by the Service Provider to not to remove original records or confidential documents from EIA-Kochi. If the matter will be viewed seriously, if the deployed staff resort to any of the above mentioned activity(ies) at Point 5.31 (14 and 15).

17. The Service Provider shall ensure that all the provisions contained in Social Security Acts are complied strictly. Further, the Service Provider shall take care of the Maternity Benefit Act and Rules applicable to their women employees deployed at clients place. EIA-Kochi shall not bare the expenses arising out of payment of Maternity Benefits.
18. The Service Provider shall also ensure that immediate replacement is made in the case of women employees, who proceed on Maternity Leave.
19. Provide and handover all records, working papers, files and data at the end of the contract.

The bidder should upload following documents duly signed, attested copies with their office seal in GeM portal for technical evaluation;

| **Documents to be submitted online** | **Tick** | **Page No.** |
|---|---|---|
| Service Provider Declaration Form 4 duly signed and stamped | Yes / No | |
| Proof of experience | Yes / No | |
| Proof of annual turnover | Yes / No | |
| Undertaking | Yes / No | |
| Copy of GST Registration | Yes / No | |
| Copy of PAN/TAN | Yes / No | |
| Form 1 Bid Securing Declaration | Yes / No | |
| Form 2 Bid Form | Yes / No | |
| Form 3 Profile of the Service Provider | Yes / No | |
| Form 4 Service Provider Declaration | Yes / No | |
| Form 5 Particulars of authorization | Yes / No | |
| Form 7 Form Of Performance Security (Guarantee) By Bank | Yes / No | |
| Copy of Demand Draft for EMD or valid supporting document (NSIC registration Certificate) for the bidder seeking exemption of service category of MSME. | Yes / No | |
| Copy of Audited Balance Sheet, Audited Profit and Loss Account and Income Tax Return of last five financial years ending 31st March 2026. | Yes / No | |
| Declaration / Undertaking by the bidders that they have not been indicted for any criminal, fraudulent or corruption activity and not have been blacklisted by any Central/State Govt. /Semi- Govt./PSU/Autonomous Body/Reputed Corporate Sector Firms. | Yes / No | |
| Copy of Registration of firms, Partnership Deed | Yes / No | |
| Proof of Address at KOCHI (The address should be in the name of the firm only) | Yes / No | |
| List of clients indicating quantum of work executed with them | | |
| No. of employees deployed at client's place(Preceeding 3 years) | Yes / No | |
| Copy of Registration certificate of EPF, if applicable | Yes / No | |
| Copy of Registration Certificate of ESI, if applicable | Yes / No | |
| Copy of Labour license, Labour establishment Registration Kerala, , if applicable | Yes / No | |
| Monthly remittance made with PF, ESI authorities, if applicable | Yes / No | |
| Any other relevant information, please list out | Yes / No | |

**Please add rows to incorporate relevant informations, if any.**

## 6. OBLIGATION OF THE SERVICE PROVIDER IN REGARDS TO THE TERMS AND CONDITIONS OF CONTRACT

i. Export Inspection Agency-Kochi notifies the successful bidder through GeM Portal and the work order will also be issued accordingly.

ii. The successful bidder shall acknowledge the same and will revert with the letter of acceptance of the work order within 03 days.

iii. The successful bidder shall arrange the Performance Security in accordance with the Clause of the tender document within 10 days of acceptance of the order.

iv. The successful bidder shall prepare a list of the workers to be deployed with their details of Designation, Complete Qualification, total experience, ESI (if applicable), EPF (if applicable), Bank Account number, Aadhar No., at the time of execution of contract.

v. After execution of contract, the Service Provider shall provide bio- data of all the persons engaged by them for working in the Export Inspection Agency-Kochi before commencement of the contract. Provide Antecedents of the manpower engaged, such as passport size photograph, details of qualification along with proof, experience certificate, Aadhar Card needs to be submitted before commencement of the contract. The agency shall be fully responsible for ensuring correctness of the documents submitted by the persons for engagement against various posts.

vi. The agency shall submit undertakings obtained from each staff to be deployed that the employment is temporary in nature before commencement of the contract.

vii. The successful bidder shall produce the certificate License under Contract Labour Regulation and Abolition Act, 1970, from the date of commencement of the contract.

viii. Daily attendance will be recorded and register will be maintained by Administration Section, EIA-Kochi of the outsourced Highly Skilled /Skilled/Semi-Skilled /Unskilled manpower working in this office.

ix. The outsourced manpower appointed should be physically fit and healthy for daily work.

**x. During the contract period no further increase in the rates shall be entertained. The contract period will commence within seven days/as per GeM terms and conditions from the awarding of the contract.**

xi. Payment will be done on monthly basis only on satisfactory completion of work and duly verified by the Officer Section In charge, EIA-Kochi.

xii. All tender documents shall be submitted through GeM on the letter head of service provider/ company in English.

xiii. The Service Provider shall be solely responsible for payment of wages, salary fixed as per the Minimum wages act 1948.

xiv. The manpower employed by the Service Provider for the purpose of carrying out the work shall be liable for all liabilities arising out of labour laws such as payment of gratuity, provident fund, ESI, Income tax Act, GST Act & liabilities arising out of the workman compensation act or any other law, which is in force.

xv. The rates quoted by the bidders shall be inclusive of the charges for payable to their staff deployed at EIA-Kochi HO, with all benefits as per Indian statutes, etc., as applicable.

xvi. The Service Providers shall abide by the requirements of the Security rules of EIA – Kochi HO from time to time.

xvii. The Service Provider shall be deemed to have satisfied himself as to the nature and area of the site, local facilities, access and all other matters affecting the execution and completion of the contract. No claims for extra charges shall be entertained subsequently in this behalf for any reason whatsoever.

**xviii. The Performance Security/Bank Guarantee amount equal to 10% of the contract value of 1year shall be submitted by the successful Service Provider within seven days from the date of communication of acceptance of tender, in the form of Bank Guarantee/Account Payee Demand Draft drawn in favour of "Export Inspection**

**Agency- Kochi" payable at Kochi failing which the contract shall not be executed. In the event of Service Provider failing to honour any of the commitments entered into the contract and/or his failure to pay any amount due under the agreement to the Joint Director I/C, EIA-Kochi (HO) shall have an unconditional option to forfeit the Security deposit.**

xix. The Service Provider shall begin the work within 7 days or latest, as per GeM terms of contract after the award of the Service Provider failing which, his Security Deposit shall be forfeited and the Joint Director, EIA-Kochi (HO) shall reserve the right to invite another party for the performance of obligations under this contract. The expenses incurred by Export Inspection Agency- Kochi in making alternative arrangements as aforesaid shall be borne by the Service Provider from the EMD/security deposit.

xx. The Joint Director I/c (EIA-Kochi) reserves rights to accept or reject Tender either in full or part without any reason.

xxi. Compliance with the Statutory rules and Regulations: The Agency shall comply with all norms stipulated by the EIA-Kochi regarding maintenance of discipline, decorum, etiquette, safety, security and hygiene at and around the workplace. Strict compliance with all guidelines/procedures etc. issued by the MHA/MoE/MoHFW/Local Authorities/ EIA-Kochi in relation to the COVID-19 pandemic or any other such contingencies/exigencies shall be duly observed while entering and during the stay at the office, while interacting with the staff & students etc.

xxii. Authorization: The Agency shall submit to the EIA-Kochi the names, designation and specimen signatures of the persons authorized by it to sign documents, execute the work, receive payments, receive instructions / notices etc. on behalf of it.

xxiii. Tenure of Contract and termination: The period of contract would be **THREE YEARS** initially from the date of commencement of the services and it may be further extended, based on the satisfactory performance of the service provider, at the sole discretion of the Client. However, the Client may terminate the contract with one-month notice, without any liability to the Client.

xxiv. Penalty: The Agency should always ensure regular and uninterrupted quality services. Misbehaviour of the staff deployed by it with Officers/staff/students/visitors; intoxication while on duty; attending duty without proper grooming, uniform, absence from duty without intimation to office etc; leaving the duty point unattended; sleeping while on duty; negligence in duty leading to loss/damage to Client's property; misuse of office premises/property etc., smoking/chewing pan/gutka etc., in the Office premises and all other such acts shall be treated as lapses on part of the agency. In each such case, appropriate punitive action shall be taken by the EIA-Kochi, which also includes monetary penalty equal to the loss incurred by the Client or up to 01% (one percent) of total bill payable by the EIA-Kochi to the Agency, for every instance of breach. Decision of the Joint Director, EIA-Kochi shall be final and binding on both the parties.

## 7. MANPOWER:

i. The Service Provider shall appoint competent and skillful persons, at their own costs to ensure that the service rendered by them and the responsibilities and obligations undertaken by them are carried out to the satisfaction of the Export Inspection Agency- Kochi HO.

ii. The Service Provider shall select the manpower as per prescribed norms and requirement of the job. Educational qualification should be checked strictly by the Service Provider to ensure that the agency has provided the manpower in accordance with the requirement.

iii. All the Manpower employed by the Service Provider shall be adults with good health, sound mind and shall be capable of rendering the services as per the terms and conditions efficiently.

iv. The Service Provider shall not, in any capacity, employ any person of bad character or any person whose antecedents have been found doubtful by the Public authorities.

v. The Service Provider shall be solely responsible as regards salary / wages and service conditions and terms extended by the Service Provider to their employees / workmen and shall in that connection maintain requisite records and comply with all laws, enactments, rules and regulations and order(s) applicable to the Service Provider's employees / workmen in general and in particular, laws, enactments, rules and regulations and orders dealing with employment of

contract labour, payment of compensation, contribution under ESI Act, 1948 and EPF & FP Act, 1952, payment of minimum wages, payment of bonus, fire & safety regulations, regulations relating to employment of female work force, security arrangements and such other rules and regulations as may be applicable at present or made applicable hereafter. The wages paid by the Service Provider to their employees/ workmen shall be fair and in no case be less than the wages prescribed by the appropriate Government under the Minimum Wages Act, 1948.

vi. There will be no Employer-Employee relationship between the Export Inspection Agency- Kochi and the Service Provider and / or the manpower provided by the Service Provider, in any way, whatsoever, and the Service Provider shall carry on the business or occupation as independent Service Provider. The manpower provided by the Service Provider shall have no claim for employment in the Export Inspection Agency- Kochi by virtue of their being employees of the Service Provider.

vii. The Service Provider shall be responsible for settlement of any claim / dues in case any of the Service Provider's employees sustain injury or incur damage or loss either to any person or property within the premises of the Export Inspection Agency- Kochi HO. The Service Provider shall take necessary insurance coverage for all their employees / workmen.

viii. The Service Provider shall ensure that the employee / workmen employed by them shall at all times be neatly and properly dressed and all be polite, decent and courteous to all officers, employees of the Export Inspection Agency- Kochi and shall maintain high standards of discipline, decency and decorum.

ix. The Service Provider's employees / workmen shall strictly observe the rules & regulations of the Export Inspection Agency- Kochi relating to security, safety, etc.

x. The Service Provider shall borne for any loss/damage caused or suffered by the Export Inspection Agency- Kochi on account of any contingency whatsoever, during the currency of contract, due to willful neglect or by direct complicity of the Service Provider or any of their employees / workmen.

xi. The Service Provider shall make written request to the Head of the Agency to collect the data/record (**Hard OR Soft OR Both**) for workings, if required.

xii. The deployed staff shall not copy, store the data in pendrive, pass the data through email, write the data on CD or take photos or scan the data or share the data or any other mode or misuse the data/information/records in any form, the deployed staff will be repartriated to the Service Provider's office, immediately and the Service provider shall replace the staff on priority basis.

xiii. The deployed staff are to be strictly instructed by the Service Provider to not to remove original records or confidential documents from EIA-Kochi. If the matter will be viewed seriously, if the deployed staff resort to any of the above mentioned activity(ies) at Point 7 (xi and xii).

xiv. The manpower is granted one day leave other than Sunday /Gazetted holidays in a month. In case, the manpower is absent more than one day in that case salary will be deducted accordingly. No claim for the unused/unutilized leaves or sick leave during the tenure of the job contract from the outsourced manpower will be entertained.

xv. The outsourced staff shall be entitled only for the Gazetted holidays applicable to as declared by Export Inspection Agency -Kochi.

xvi. No TA/DA shall be admissible to the contractual staff for joining the assignment or on its completion and Export Inspection Agency -Kochi is absolved of all its obligations in this regard.

xvii. No accommodation or HRA will be provided by Export Inspection Agency -Kochi to the Contractual Staff.

xviii. The outsourced manpower engaged through the agency shall not exercise any statutory, legal or financial powers.

## 8. OTHER CONDITIONS:

i. The Service Provider shall have valid registrations under applicable and relevant Acts and maintain all such registers for reporting and inspection by the respective enforcing authorities.

ii. The Service Provider is solely responsible for payment of wages as per the relevant Acts viz, Payment of Wages Act, Minimum Wages Act, Payment of Bonus Act etc., within the time limits. Necessary/statutory deductions as applicable viz, ESIC, EPF, Professional Tax etc to be made from the amounts payable and deposit the same in respective accounts. The Service Provider shall issue monthly payslip with all mandatory details to all the staff engaged by it.

iii. The Service Provider will be responsible for renewal of licenses/registrations/certificates and all payments due to the staff deployed by it. EIA-Kochi will in no event be liable in this regard. The Service Provider should indemnify EIA-Kochi, against any such liability and from any proceedings in this regard.

iv. The Service Provider shall be responsible for enrolling the staff engaged by it in statutory organizations like EPFO, ESIC etc and getting the identity cards issued from these organizations. The total contributions made and balance amounts in respective accounts shall be made available to the staff at regular intervals.

v. The Service Provider shall monitor attendance and proper performance of the staff deployed by it at the respective points.

vi. The designated authority from the Service Provider should visit the working places where the outsource staff are working and shall make a report and update the activities at least once in a month or as and when the Client demands.

vii. The Service Provider shall continuously monitor the attendance, performance and behaviour of the staff engaged by it.

viii. The office timings of EIA-Kochi and its sub-office for regular staff is 09.30 AM to 06.00 PM, Monday to Friday. Saturday and Sunday are closed Holidays. However, the office timings of outsource staff is 09.30 AM to 06.00 PM, Monday to Saturday. Sunday and Gazetted Holidays of EIA-Kochi and its sub offices are closed Holidays.

ix. The outsource staff shall follow the timings punctually.

x. The Service Provider shall be responsible for the lapses committed or omitted either inside or outside the premises by the persons deployed by it in the campus.

xi. The Service Provider shall provide suitable training to all the staff engaged by it at regular intervals, at its cost, and issue necessary certificates to these staff.

xii. The Service Provider shall ensure to recruit the personnel satisfying the age, qualification and physical/medical standards criteria and relevant Rules/Acts and subsequent amendments to the same.

xiii. The transportation, food, accommodation, medical and other statutory requirement under the various Acts/Govt. Regulations in respect of each personnel of will be the responsibility of the Service Provider.

xiv. The Service Provider shall provide necessary uniforms (wherever applicable), identity cards etc., to all the personnel deployed.

xv. The Service Provider shall ensure the personnel deployed at work places are decent, neatly dressed, well groomed, able to read and write and courteous. Improper behaviour with any of the Officers/staff/visitors etc., shall not be accepted. The Service Provider shall replace any of the personnel, if any such instance is reported by the EIA-Kochi, immediately without any representation in this regard.

xvi. The Service Provider may undertake a visit to the office of EIA-Kochi for understanding the scope of work clearly, at its cost.

xvii. The Service Provider shall provide additional staff at any of sites if required at same rates. It should also provide additional staff for any events/ conferences/ meetings etc., on shift/day basis as requested by the EIA-Kochi.

xviii. The Service Provider shall produce the Medical Fitness Certificate and Police Verification Certificate of the staff engaged in this contract on demand.

xix. The Service Provider shall comply with all the statutory and legal provisions as laid down under various Labour Laws in force from time to time, applicable to the Service Provider, at his own cost. EIA-Kochi will be in no way responsible for any violation of these rules by the Service Provider.

xx. The Service Provider shall bear all costs on account of uniforms, identity cards etc. to be supplied to the staff engaged by him for deployment at the EIA-Kochi.

xxi. The Service Provider shall not employ any person who has not completed eighteen years of age.

xxii. In terms of Rule 150 (iv), of GFR 2017, Performance and conduct of every registered Service Provider will be watched by the client at all times during the contract period. The Service Provider is liable to be terminated, if they fail to abide by the terms and conditions of the Tender Document or fail to supply the Services timely or supply substandard Services or make any false

declaration to any Government agency, if found at a later stage or for any ground which, in the opinion of the client, is not in public interest.

xxiii. In terms of GFR 2017, Rule 173 (xvi), in case the Successful Bidder fails to provide the Comprehensive Accounting Services satisfactorily, to the client, the contract will be terminated and the remaining scope of work the same will be awarded to the next higher responsive bidder at the rates offered by the lowest responsive bidder.

## 9. MANPOWER INSURANCE

i. The Bidder/Service Provider shall provide the necessary insurance coverage for all their employees which will hold EIA-Kochi harmless & indemnified from any action by the Service Provider's outsourced manpower.

ii. The Bidder/Service Provider shall be responsible for settlement of any claim/dues in case any of the Service Provider outsourced manpower sustain injury or incur damage or loss either to any person or property within the premises of EIA-Kochi. The Service Provider shall take necessary insurance coverage for all their manpower.

iii. In case of any accident EIA-Kochi shall not be liable for any body injury or death caused to the Service Provider's outsourced manpower during the operation of the contract.

iv. Any complaint received in connection with the work shall be attended to by the Service Provider immediately. If any of the outsourced Manpower of the Service Provider is found guilty of any misconduct or incompetence or negligence and then if so directed by the EIA-Kochi, the Service Provider shall remove such outsourced Manpower and replace with a qualified and competent substitute. Any complaints received in connection with the work shall be attended to be the Service Provider immediately.

v. The Service Provider shall make his own arrangement for the transportation of his manpower.

## 10. TIMELINES

The Service Provider shall observe the Timelines as detailed below:

| Sl No. | Particulars | Timelines |
|---|---|---|
| 1 | Bid starting Date | 16.10.2026 |
| 2 | Pre-Bid Meeting and Time | 26.10.2026 at 15.00 hrs |
| 3 | Bid Closing Date | 16.11.2026 |
| 4 | Bid Opening Date | 17.11.2026 |
| 5 | Completion of Technical Evaluation | 23.11.2026 |
| 6 | End Date to circulate Notice to all Service Providers for clarification, purpose through GeM | 23.11.2026 |
| 7. | 2nd round of re-valuation of Technical Bids, based on the clarifications submitted by the Service Provider | 26.11.2026 |
| 8 | Opening of Financial Bids | 27.11.2026 |
| 9 | Award of Contract | 01.12.2026 |
| 10 | Due date for Submission of Performance Security / Bank Guarantee | 15.12.2026 |
| 11 | Submission of 1st , 2nd and 3rd Quarterly Reports: | 26.02.2027 |

| | | |
|---|---|---|
| 12 | Submission of 4th Quarterly Report | 31.05.2027 |
| 13 | Submission of Final Report(consolidation of 4 quarters) | 15.06.2027 |
| 14 | Making out and Preparation of Draft Financial Statements | 30.06.2027 |

Note: Any delay beyond 15 days in furnishing of quarterly report consequently for two phases due to non-deployment of manpower or any other reason attributable to the Chartered Accountancy Firm within stipulated dates as mentioned above, will render audit firm to disqualify for future assignment and their nomination will not be considered for subsequent years.

**11. SUB-CONTRACTING:**

11.1 The Service Provider shall under no circumstances sub-contract or assign this contract to another Service Provider /part, except with the express and prior written permission from the Competent Authority of EIA-Kochi.

11.2 Notwithstanding to the above, EIA-Kochi reserves the right to enhance the scope of work purely in the interest of the organization, that shall be binding on both the parties i.e., EIA-Kochi and the Service Provider.

**12. EMPLOYEMENT STATUS:**

12.1. In terms of ITBCC clause No.8.1, there will be no employer-employee relationship between Export Inspection Agency – Kochi and the manpower deployed by the Service Provider for performing the work, shall carry on the business or occupation as independent Service Provider.

12.2. The manpower provided by the Service Provider shall have no claim for employment in the Export Inspection Agency- Kochi by virtue of their being employees of the Service Provider, as a part of the contract agreement.

12.3. The outsourced employee should not claim any Benefit/ Compensation/ Absorption/ Regularization of service from this office under the Provisions of Industrial Dispute Act, 1974 or Contract Labour (Regulation & Abolition) Act 1970. An undertaking to that effect from the outsourced employee shall be obtained and submitted to this office, by the Service provider.

**13. SUPPORT TO BE EXTENDED BY THE CLIENT**

13.1. On receipt upon the written request of the Service Provider, the Client shall provide all the documents/records/data/information etc., in the form of soft and hard copies, and extend support to carry out the activities as mentioned in the Section III - Scope of Work for the FY 2026-27.

13.2. The Service Provider shall maintain all the documents/records/data/information etc., in good and usable working condition, in the place provided for it. The Service Provider, on completion of the service, shall return the all the documents/ records/ data/ information etc., safely to the Client.

13.3. The Service Provider shall make written request to the Head of the Agency to collect the data/record (Hard OR Soft OR Both) for workings, if required.

13.4. The deployed staff shall not copy, store the data in pendrive, pass the data through email, write the data on CD or take photos or scan the data or share the data or any other mode or misuse

the data/information/records in any form, the deployed staff will be repartriated to the Service Provider's office, immediately and the Service provider shall replace the staff on priority basis.

13.5. The deployed staff are to be strictly instructed by the Service Provider to not to remove original records or confidential documents from EIA-Kochi. If the matter will be viewed seriously, if the deployed staff resort to any of the above mentioned activity(ies).

**14. PAYMENTS:**

14.1. The Service Provider shall be solely responsible towards payment of salary / wages and service conditions and terms extended by the Service Provider to their employees

14.2. The Service Provider shall strictly follow the guidelines/directions contained in the tender document and implement all of them strictly.

14.3. The Service Provider shall make any loss/damage caused or suffered by the Export Inspection Agency- Kochi on account of any contingency whatsoever, during the currency of contract, due to willful neglect or by direct complicity of the Service Provider or any of their employees / workmen.

14.4. The Service Provider shall submit the bills on monthly basis

14.5. Payment will be processed as per the rates quoted by the Service Provider, in their financial bid.

14.6. The Payment shall be made to the Service Provider, based on the certification made by the Designated Officer/Staff, of EIA-Kochi HO.

14.7. The total amount payable to the Service Provider for the Service, is applicable and remains constant during the contract period.

14.8. EIA-Kochi shall not entertain any increase in rates, during the contract period. The contract period will commence within five days from the awarding of the contract.

14.9. The bill shall contain the full address of the Service Provider, Telephone Number, GSTIN details, break-up of the amount claimed and total amount (both in figures and words). Any corrections/over-writing should be attested by the person/authority of the Service Provider. In case of any doubt, the amount indicated in words shall be considered for processing payment.

14.10. No other expenses like TA/ DA / Boarding / Lodging will be reimbursed by EIA-Kochi.

14.11. The Service Provider shall submit their bill after completion of the Service. The same shall be verified and shall be paid after deducting statutory dues/fines/penalties etc., etc. within a reasonable time.

14.12. The bill shall contain the GSTIN of Export Inspection Agency - Kochi **"3 2 A A A G E 0 0 5 4 K 1 Z W"**

14.13. No Advance Payment shall be made by the Client

**15. TAXES AND DUTIES:**

15.1. Income Tax/ TDS will be deducted from each bill as per Income Tax Rules.

15.2. GOODS AND SERVICE TAX: Goods and Service Tax will be applicable as per GST Act.

**16. Penalties:**

16.1. If the Service Provider fails to adhere to the Contract, conditions as mentioned in ITBCC Clause No. 51.2 shall be invoked and necessary action initiated by the Client.

16.2. The Service Provider shall ensure that Staff deployed in the Office premises do not smoke or consume any intoxicating drinks or drugs or sleep while on duty or leave the office premises without permission or indulge in any act of sexual harassment of any woman at her place or quarrel/argue with the regular and outsource staff working in this office. Such person will have to be replaced immediately. In such instances EIA-Kochi HO reserves the right to cancel the contract or impose a penalty of Rs. 2000/- per such occurrence.

16.3. In case of any loss that might be caused to EIA-KOCHI HO due to lapse on the part of personnel of the Service Provider, discharging duties and responsibilities, the same will have to be borne by the Service Provider and in this connection, EIA-KOCHI HO shall have the right to deduct appropriate amount from the bill of Service Provider to make good such loss to EIA-KOCHI HO besides imposition of penalty.

16.4. The Service Provider shall make written request to the Head of the Agency to collect the data/record (Hard OR Soft OR Both) for workings, if required.

16.5. The deployed staff shall not copy, store the data in pendrive, pass the data through email, write the data on CD or take photos or scan the data or share the data or any other mode or misuse the data/information/records in any form, the deployed staff will be repartriated to the Service Provider's office, immediately and the Service provider shall replace the staff on priority basis.

16.6. The deployed staff are to be strictly instructed by the Service Provider to not to remove original records or confidential documents from EIA-Kochi. If the matter will be viewed seriously, if the deployed staff resort to any of the above mentioned activity(ies) .

16.7. In terms of Rule 150 (iv), of GFR 2017, Performance and conduct of every registered Service Provider will be watched by the client at all times during the contract period. The Service Provider is liable to be terminated, if they fail to abide by the terms and conditions of the Tender Document or fail to supply the Services timely or supply substandard Services or make any false declaration to any Government agency, if found at a later stage or for any ground which, in the opinion of the client, is not in public interest.

16.8. In terms of GFR 2017, Rule 173 (xvi), in case the Successful Bidder fails to provide the Comprehensive Accounting Services satisfactorily, to the client, the contract will be terminated and the remaining scope of work the same will be awarded to the next higher responsive bidder at the rates offered by the lowest responsive bidder.

## SECTION IV: BID DATA SHEET

| Point No. | Clause No. | Definition and Descriptions referred to in this Tender Document | |
|---|---|---|---|
| 1 | Section I BG 1.2 (vii) | "Client" means | Export Inspection Agency-Kochi Head Office (EIA-Kochi HO, in short) |
| 2 | Section II ITBCC 1.4 | Client's address is | Export Inspection Agency –Kochi, 27/1767 A, Shipyard Quarters Road, Panampilly Nagar (South), KOCHI - 682036 |
| 3 | Section II ITBCC 19 | Bid Security | Rs.50000.00 to be submitted 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 favour of Export Inspection Agency-Kochi. Service Providers have to submit the Bid Security Declaration along with Technical Bid also. Please read ITBCC Clause No.18 |
| 4 | Section II ITBCC 20 | Period of Bid Validity | The Bids shall be valid for a period of SIXTY (60) days from the date of opening of financial bids. No hike in prices what so ever shall be entertained. |
| 5 | Section II ITBCC 24 | Last Date for submission of Bids | 16.11.2026. Please refer to GEM Bid for end time and Date |
| 6 | Section II ITBCC 27 | Opening of Technical Bids | 17.11.2026. Please refer to GEM Bid for end time and Date |
| 7 | Section II ITBCC 36 | Amount of Performance Security | The Service Provider shall provide a performance security equal to 10% of the contract value within 15 days from the date of award of contract |
| 8 | Section II ITBCC 45 | Rate for Penalties | Rate for Penalties: The Service Provider shall pay the Client Penalties at the rate of 1.0% per week of the contract value. |

Note:

- Price must be quoted in Indian Currency INR only.
- Work Order to the successful Service Provider shall be issued by the EIA Kochi, Kochi
- The price quoted by the Service Providers shall remain unchanged / constant during the contract period. No Hike / extra charges shall be entrained at a later date.
- Invoices shall be generated and forwarded along with request to arranging payment to EIA-Kochiand payment shall be made by the Client as per the terms & conditions.
- The Service Provider shall have experience of at least three years or more in the industry and 3 such services in Government/Public Sector/Autonomous bodies and have to produce credentials from the organizations, where such Services were rendered, previously/ are at present.

**SECTION V: Form 1**
**Bid Securing Declaration**

(To be submitted by the Service Provider/Service Provider on their firm's letter head)

I/We hereby accept that in the event of withdrawal of Bid OR modify the Technical Bid OR Financial Bid OR BOTH during the period of validity, OR if contract is awarded and I/We fail to sign the contract, OR to submit Performance Security OR Bank Guarantee before the deadline defined in the Tender Document, Export Inspection Agency – Kochi, the Client is at its will can take necessary action as mentioned under ITBCC Clause No.18, will be suspended for the period of **TWO YEARS** with effect from 01.01.2026 from being eligible to submit Bids for contracts with the entity that invited the Bids.

Dated this …… day of …… month, …… year.

Signed:

In the capacity of [insert: title or position] Duly authorized to sign this bid for and on behalf of [insert: name of Service Provider] and DATE

Date

**SECTION V: Form 2**
**Bid Form**

No. Date:

**To,**
**The Joint Director & I/c,** OR
**The Deputy Director Incharge**
**Export Inspection Agency –Kochi**
**27/1767 A, Shipyard Quarters Road,**
**Panampilly Nagar (South), KOCHI - 682036**

**Sub: TENDER FOR ENGAGING CHARTERED ACCOUNTANT FIRM FOR PROVIDING COMPREHENSIVE ACCOUNTING SERVICES to Export Inspection Agency-Kochi**

*****

Dear Sir(s),

Having examined the Tender Document, the receipt of which is hereby acknowledged, we, the undersigned, offer to provide **Accounting** Services **to Export Inspection Agency-Kochi,** at Export Inspection Agency – Kochi Head Office situated at 27/1767 A, Shipyard Quarters Road, Panampilly Nagar (South) Kochi – 682 036 in full conformity with the said Tender Document for the amount indicated in the Price Schedule attached herewith and made part of this bid.

We undertake, if our bid is accepted, to provide the Services at Export Inspection Agency – Kochi Head Office and to perform all other services within the respective time stated in the Tender Document.

If our bid is accepted, we undertake to provide performance security in the form, in the amounts, and within the times specified in the Tender Documents.

We agree to abide by this bid, which, in accordance with ITBCC Clause 14 (Documents comprising the bid) consists of this letter, the Price Schedule, the documents establishing conformity, company information (including that of our relevant partners) (Form 3) and Attachments 1 through [specify: the number of attachments] to this Bid Form, for a period of SIXTY (60) days from the date fixed for submission of bids as stipulated in the Tender Document, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your Work Order, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this …… day of …… month, …… year.

Signed:
In the capacity of [insert: title or position] Duly authorized to sign this bid for and on behalf of [insert: name of Service Provider] and DATE

Date

**SECTION V: Form - 3**

(TO BE PROVIDED ON COMPANY'S LETTER HEAD)

Sub: **TENDER FOR ENGAGING CHARTERED ACCOUNTANT FIRM FOR PROVIDING COMPREHENSIVE ACCOUNTING SERVICES to Export Inspection Agency-Kochi**

**PROFILE OF THE SERVICE PROVIDER**

(To be furnished with the BID)

| | | | |
|---|---|---|---|
| 1 | Company Profile | | Page No. |
| a) | Name | | |
| b) | Address of the registered office | | |
| c) | Location of offices in Kerala & India | | |
| d) | Sole Proprietor /Partnership /Company /any other, please specify | | |
| e) | Name & Designation of the Service Provider | | |
| f) | Contact numbers of the Service Provider | | |
| g) | E-mail ID | | |
| h) | Nature of Business | | |
| 2 | Details | | |
| a) | P A N | | |
| b) | T A N | | |
| c) | G S T I N | | |

Contd…….Page 2

**SECTION V: Form – 3**
**PROFILE OF THE SERVICE PROVIDER**
**Page 2**

| 3 | Experience / Credentials | | Page No. |
|---|---|---|---|
| a) | Please indicate the Number of offices where the services are provided/being provided by your organization in Kerala. Please attach the list of the Offices and their contact person and Phone Number in support to this condition – Current date to Preceding 3 years) | | |
| b) | List of clients indicating quantum of work executed with them Testimonials from satisfied customers may be attached | | |
| c) | Proof of experience (Please attach relevant documents) | | |
| d) | No. of employees deployed at clients place (Please attach relevant documents in support of the deployment) | | |
| | Alliances for the purpose of this Bid | | |
| | Details of alliance(s( | | |
| | Type of alliance(s) | | |

**Partner Details: (Please attach the latest firm card issued by ICAI authority)**

| S.No. | Name of the Partner | Membership No. | Membership Status ACA / FCA | CISA/DISA/ ISA or equivalent qualification | Date of joiningthe firm as partner (Please attach the latest firm card issued by ICAI) | Page No. |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

**SECTION V: Form – 3**
**PROFILE OF THE SERVICE PROVIDER**
**Page 3**

**4. Details of Qualified Assistants (i.e. Chartered Accountants employed by the firm) : Please attach the latest firm card issued by ICAI authority)**

| Sl.no. | Name of the Assistant | Membership No. | Whether ACA/FCA (Please attached membership certificate issued by respective institutes for each qualified assistant) | Date of joining the firm as qualified assistant | Page No. |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| | | | | | |

5. Please furnish the enrolment Number/Registration Number allotted by C&AG, if registered

| | | |
|---|---|---|
| (a) Date of enrolment / Registration | | Page No. |
| (b) Enrolment Number / Registration Number | | |
| (c) Name and address of the office, issuing authority | | |

No. of years of Experience of the CA Firm providing the similar services as indicated in this Tender Document, prior to the date of this Tender Notice. Please mention the details year wise, starting from the Past to the Present

| Year-wise (Past to Present) | Name of the Organisation | Page No. |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

**6. Please indicate the Details of Experience in Government/Public Sector/Autonomous bodies (Year wise chronologically and Number of offices where the services are provided by your organization during the preceeding Financial Years 2023-24, 2024-25 and 2025-26. :**

| Financial Year | Name of the client and Place | Page No. |
|---|---|---|
| **2023-24** | 1.<br>2.<br>3.<br>4.<br>5.<br>6.<br>7.<br>8.<br>9.<br>10. | |
| **2024-25** | 1.<br>2.<br>3.<br>4.<br>5.<br>6.<br>7.<br>8.<br>9.<br>10. | |

| | | |
|---|---|---|
| **2025-26** | 1.<br>2.<br>3.<br>4.<br>5.<br>6.<br>7.<br>8.<br>9.<br>10. | |

**7. No. of Staff of CA firm on roll, as on the date of publication of this Tender Document. Please provide proof of employment, issued by ICAI authorities /relevant documents to ascertain the facts**

| Designation | No of Staff | Page No. |
|---|---|---|
| **Accounts Clerk** | | |
| **Article Clerk** | | |
| **CA** | | |
| **ACA** | | |
| **FCA** | | |

**8. No. of Staff deployed at the Client's work-place/site, in the preceeding 3 Years**

| Year | Accounts Clerk | Article Clerk | CA | Page No |
|---|---|---|---|---|
| **2023-24** | | | | |
| **2024-25** | | | | |
| **2025-26** | | | | |

**9. Turnover in the preceding three years.**

| Year | Turnover | Page No. |
|---|---|---|
| **2022-23** | | |
| **2023-24** | | |
| **2024-25** | | |
| **2025-26 (If audited)** | | |

**10. Details of Partners in the Firm/Limited Liability Partnership:**

(Please attach certificate issued by institute of chartered accountants of India (ICAI) in support of information furnished at Sl. No. 1, 2, 3, 4 and 5 above)

**11. Was the partner of Firm/LLP anytime previously**

(a) Dismissed Government Servant. **Yes / No**
(b) Removed from approved list of vendors. **Yes / No**
(c) Demoted to a lower class of vendors. **Yes / No**
(d) Having business banned/suspended by any government in the past. **Yes / No**
(e) Convicted by a court of law. **Yes / No**
(f) Member of Parliament or any State Legislative Assembly. **Yes / No**
(g) Is any Partner/Person working with the applicant is a near relative of the officer/ official of Export Inspection Agency–Kochi, If, yes please furnish details **Yes / No**

**12. Details of clients to whom the comprehensive Accounting Services were provided (Year wise chronologically):**

| **Sl.No.** | **Name of the Company** | **Year of Audit** | **Type of Audit – whether Statutory / Internal Audit (Please attach copy of appointment letter for each year and for every company)** | **Page No.** |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

**13. Bid Security Details (Please furnish the Bid Security Details):**

| Demand Draft/Fixed Deposit Receipt/ Banker's Cheque/Bank Guarantee / Insurance Surety Bond | Number | Date | Issued by |
|---|---|---|---|
| | | | |

**14. Bank details for EFT :**

| | | |
|---|---|---|
| 1. | Bank Name | |
| 2. | Branch Name and Address | |
| 3 | Bank Account Number & Type of Account | |
| 4. | IFSC Code | |

**Note: A Cancelled Cheque is to be enclosed in support of details as filled in Sr. No. 7 above.**

**15. Turnover of the Firm: -**

| | | | | |
|---|---|---|---|---|
| **TURNOVER (F.Y.) (in Rs. Lakhs)** | 2022-23 | 2023-24 | 2024-25 | 2025-26 (If audited) |
| | | | | |

**16. It is confirmed that all the requirements as per Section 3 to the tender documents have been complied with.**

**17. We confirm that we have not taken any deviation from the terms & conditions, of the tender documents. A copy of complete tender document duly signed and stamped on all pages as a token of acceptance of all terms & conditions is attached.**

**18. I/We have not been indicted for any criminal, fraudulent or corruption activity and not have been blacklisted by any Central/State Govt. /Semi-Govt./PSU/Autonomous Body/Reputed Corporate Sector Firms and upload the same on the GeM Portal.**

19. **I/We certify that the information given above is true to the best of our knowledge. I/We also understand** that if any of the information is found wrong, my/our tender will not be considered.

**Date**

**Signature of Partner with**
**Name & Seal of the Audit Firm**

**SECTION V: Form 4**
**Service Provider Declaration**
**(TO BE PROVIDED ON COMPANY'S LETTER HEAD)**

No. Date:

To,

**The Joint Director & I/c,** OR
**The Deputy Director Incharge**
27/1767 A, Shipyard Quarters Road,
Panampilly Nagar (South), KOCHI - 682036

Sub: **TENDER FOR ENGAGING CHARTERED ACCOUNTANT FIRM FOR PROVIDING COMPREHENSIVE ACCOUNTING SERVICES to Export Inspection Agency-Kochi**

Dear Sir,

We hereby propose to offer to provide for **TENDER FOR ENGAGING CHARTERED ACCOUNTANT FIRM FOR PROVIDING COMPREHENSIVE ACCOUNTING SERVICES to Export Inspection Agency-Kochi,** at Export Inspection Agency – Kochi Head Office situated at 27/1767 A, Shipyard Quarters Road, Panampilly Nagar (South) Kochi – 682 036 in full conformity with the said Tender Document for the amount indicated in the Price Schedule attached herewith and made part of this bid.

I/We have read and understood the instructions and the terms and conditions mentioned in the Tender Document furnished by you and have thoroughly examined the technical specifications of the services contained therein and understood the scope of work, Responsibilities and terms and conditions, as laid down by you and are fully aware of nature and scope of services required.

I/We have signed and stamped on all the pages of the Tender Document, to acknowledge acceptance of the same. Also, the supporting documents were also paginated, stamped and signed and uploaded on the GeM portal.

I/We have not been indicted for any criminal, fraudulent or corruption activity and not have been blacklisted by any Central/State Govt. /Semi- Govt./PSU/Autonomous Body/Reputed Corporate Sector Firms and upload the same on the GeM Portal.

I/We confirm that did not suffer any financial loss during the last three years.

I/WE undertake that the staff deployed by me/us shall not have any right to claim any Benefit/ Compensation/ Absorption/ Regularization of service from this office under the Provisions of Industrial Dispute Act, 1974 or Contract Labour (Regulation & Abolition) Act 1970, Maternity Benefit Act OR under any Social Security Acts.

I/We shall indemnify and hold harmless the Client from and against any and all losses, liabilities, and costs (including losses, liabilities, and costs incurred in defending a claim alleging such a liability), that the Client may suffer as a result of any infringement or alleged infringement of any Intellectual Property Rights in accordance with ITBCC Clause

I/We hereby confirm our acceptance and compliance to the provisions contained in the Tender Document. We declare that the services will be rendered strictly in accordance with the requirements.

I/We declare that the prices for each line, as quoted in the enclosed Schedule - 1, are firm and shall not be subject to any variation for a valid period of SIXTY (60) days from the date fixed for submission of bids. We further declare that unless otherwise specifically mentioned, the quoted prices include all taxes, duties and levies legally livable and payable for the services hired by you and rendered by us quoted, as on the date of the submission of the bids.

Our proposal shall remain valid for acceptance for a period of SIXTY (60) days from the date of opening of the bid by EIA-KOCHI.

| | |
|---|---|
| Date: | Signature |
| Place: | Name |
| Seal of Company | Designation |

**SECTION V: Form 5**
**(TO BE PROVIDED ON COMPANY'S LETTER HEAD)**
**Particulars of Authorization**

To,
**The Joint Director & I/c,** OR
**The Deputy Director Incharge**
Export Inspection Agency –Kochi
27/1767 A, Shipyard Quarters Road,
Panampilly Nagar (South), KOCHI - 682036

Sub: **TENDER FOR ENGAGING CHARTERED ACCOUNTANT FIRM FOR PROVIDING COMPREHENSIVE ACCOUNTING SERVICES to Export Inspection Agency-Kochi**

Dear Sir,
Particulars of Authorization of the person signing these documents on behalf of the Service Provider are as follows:

| Sl. No | Description | Details |
|---|---|---|
| 1 | Name, Designation & Address of the authorizing person. | |
| 2 | Name, Designation & Address of the authorized person. | |
| 3 | Details of the documents showing that the persons mentioned in entry (1) above is authorized to issue such an authority. (Please enclose the original authorization document, for verification purpose) | |

Signature: ……

in the capacity of: ……..

Duly authorized to sign for and on behalf of: ……

**SECTION V: Form 6**
**Checklist**

Sub: **TENDER FOR ENGAGING CHARTERED ACCOUNTANT FIRM FOR PROVIDING COMPREHENSIVE ACCOUNTING SERVICES to Export Inspection Agency-Kochi**

| Sl. No. | Check List | Yes / No | Page No. |
|---|---|---|---|
| 1 | Instructions to the Service Providers & conditions of contract read & understood? | Yes / No | |
| 2 | Clarifications / explanations / amendments issued, if any, read & understood? | Yes / No | |
| 3 | Technical requirements of the equipment read & understood? | Yes / No | |
| 4 | Technical & Financial Bids furnished separately ? | Yes / No | |
| 5 | Financial Bid comprises as per Section VI Form 1 ? | Yes / No | |
| 6 | Bid properly signed on each page by authorized person? | Yes / No | |
| 7 | Copy of Tender Document marked "Original" furnished after signing and stamping on each Page | Yes / No | |
| 8 | Requirements of the Client addressed in the bid? | Yes / No | |
| 9 | Interlineations or erasures in the bid? | Yes / No | |
| 10 | Overwriting in the bid countersigned? | Yes / No | |
| 11 | Bid Security furnished? | Yes / No | |
| Form 1 | Bid Securing Declaration | Yes / No | |
| Form 2 | Bid Form | Yes / No | |
| Form 3 | Profile of the Service Provider | Yes / No | |
| Form 4 | Service Provider Declaration | Yes / No | |
| Form 5 | Particulars of authorization | Yes / No | |
| Form 7 | Form Of Performance Security (Guarantee) By Bank | Yes / No | |
| | Copy of Registration of firms | Yes / No | |
| | Copy of Income Tax Return for last 3 years | Yes / No | |
| | Copy of Service Tax Registration | Yes / No | |
| | Copy of registration certificate issued by C&AG, if enrolled/registered | Yes / No | |
| | Copy of PAN/TAN Card GST | Yes / No | |
| | List of clients indicating quantum of work executed with them | Yes / No | |
| | Proof of experience | Yes / No | |
| | No. of employees deployed at client's place | Yes / No | |
| | Any other relevant documents, if attached, please specify<br>(a)<br>(b)<br>(c)<br>(d) | Yes / No | |

| LIST OF FORMS TO BE ENCLOSED TO THE FINANCIAL BID | | |
|---|---|---|
| Form 1 | Financial Bid | Yes / No |

Date:
Place:

Signature
Name
Designation
Seal of Company

**SECTION V: Form 7**
**FORM OF PERFORMANCE SECURITY (GUARANTEE) BY BANK**
**(Refer Clause 34 of "Instructions to Service Providers")**

1. This deed of Guarantee made this day of_____ between Bank of_____ (hereinafter called the "Bank") of the one part, and Export Inspection Agency – Kochi (hereinafter called "the Client") of the other part.
2. Whereas the Client has awarded the contract **for engaging Chartered Accountant firm for providing Accounting Services to Export Inspection Agency-Kochi**
3. at Head Office situated at 27/1767A, Shipyard Quarters Road, Panampilly Nagar (South), Kochi – 682036 (hereinafter called the contract) to M/s _____, (hereinafter called the Service Provider);
3. AND WHEREAS the Service Provider is bound by the said Contract to submit to the Client a Performance Security for a total amount of Rs. _____ (Amount in figures and words).
4. Now, I / we the undersigned, being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____(Full name of Bank), hereby declare that the said Bank will guarantee the Client the full amount of Rs._____ (_____ Amount in figures and words) as stated above.
5. After the Service Provider has signed the afore mentioned Contract with the Client, the Bank is engaged to pay the Client, any amount up to and inclusive of the afore mentioned full amount upon written order from the Client to indemnify the Client for any liability of damage resulting from any defects or shortcomings of the Service Provider under the Contract mentioned above, whether these defects or shortcomings are actual or estimated. The Bank will deliver the money required by the Client immediately on demand without delay without reference to the Service Provider and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings of the Service Provider. The Bank shall pay to the Client any money so demanded notwithstanding any dispute/disputes raised by the Service Provider in any suit or proceedings pending before any Court relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. **This Guarantee is valid for a period of 38 months from the date of signing**. [initial period for which this Guarantee will be valid for SIXTY (60) days longer than the anticipated expiry date of the service contract period as stated in ITBCC Clause 7]
7. At any time during the period in which this Guarantee is still valid, if the Client agrees to grant a time extension to the Service Provider or if the Service Provider fails to execute the contract/the work during the contract period of ONE YEAR from the date of commencement of work as stated in the Contract, or fails to discharge himself of the liability or damages as stated under Para 5 above, the Bank shall extend this Guarantee under the same conditions for the required time on demand by the Client and at the cost of the Service Provider.
8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the Service Provider.
9. The neglect or forbearance of the Client in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Client for the payment hereof shall in no way relieve the bank of its liability under this deed.

10. The expressions "the Client", "the Bank" and "the Service Provider" hereinbefore used shall include their respective successors and assigns.

In witness whereof I/We of the bank have signed and sealed this guarantee on the _____day of _____ (Month & year) being herewith duly authorized.

For and on behalf of the_____Bank.

Signature of authorized Bank official

Name: ……..

Designation: ……

Stamp/Seal of the Bank: ……..

Signed, sealed and delivered for and on behalf of the Bank by the above named, _____in the presence of:

| | |
|---|---|
| Witness1 | Witness2 |
| Signature | Signature |
| Name | Name |
| Address | Address |

# SECTION VI: Form 1

# FINANCIAL BID

**On the letter head**

**No.** **Date**

**Sub : -** Providing Services to Export Inspection Agency-Kochi, related to Book-Keeping, Maintenance of Receipts and Payments, Income and Expenditure Account, Trial Balance, Accountancy, Taxation and Finalisation of Annual Accounts on Financial Yearly basis for three years commencing from 2026-27 onwards on Financial Yearly basis.

Amount in Rs.

| Sl. No. | Deployment of Staff | Professional Fee payable to the deputed staff per month | Professional Fee payable for 12 months | GST & _____ % | Total price (inclusive taxes & duties etc.) |
|---|---|---|---|---|---|
| 1 | Articles Clerk | | | | |
| 2 | Accounts Clerk | | | | |
| 3 | Professional Charges | | | | |
| **GRAND TOTAL** | | | | | |
| **Grand Total in words (Rupees** | | | | | |

I/We agree to receive 100% payment after satisfactory completion of the above work, on submission of bill.

This is to certify that the above given details are true to the best of my/our knowledge and belief. I/We have read and agree with all the terms & conditions of the contract.

(Signature with official stamp)

Name of the CA Firm: _____

* Financial bid shall be submitted on letter head of the firm with duly stamped & signed by the Managing Partner/ Proprietor of the Firm.